

# Survey Builder Guide

Program Year 2022-2023

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## Purpose of a Statewide Evaluation Tool

The statewide evaluation tool was established as a mechanism for collecting statewide metrics on a standardized set of questions. By collecting metrics from a standardized set of questions, HHS Extension can determine commonalities in programming and better communicate program impact and value to stakeholders. Evaluating various programs on a statewide level will also help to highlight the work each educator puts into all lessons and programs above and beyond requirements for Signature Programs.

## Benefits of a Statewide Evaluation Tool

The statewide evaluation tool allows educators to create their own program surveys using a streamlined online survey builder. The survey builder will decrease the administrative burden on educators who develop surveys for each program they offer. The survey builder is designed to maximize efficiency for every educator.

## Survey Design

Surveys developed in Survey Builder utilize a retrospective post-then-pre design. All surveys are available in English and Spanish.

The objectives and questions in Survey Builder were finalized by Extension Educators, in collaboration with HHS Extension Specialists and Administration. The complete list of objectives and corresponding questions can be found in the Appendix.

Based upon the learner objective(s) for the program, the educator will choose the appropriate questions to be included in their survey.

The following are types of questions that may be found on surveys:

- **Core Questions** consist of two questions that are automatically added to each survey. There is not an option to exclude these questions. These questions were designed to look at transformational learning. Response options are 'yes' or 'no'.
- **Intended Behavior Questions** are questions that focus on skills and actions the participant will or may take after attending the program. Response options are 'yes' or 'no'. Educators may choose these questions based on the learner objective(s) for the program.
- **Knowledge Questions** are questions designed to evaluate the knowledge gained from the program provided. Response options follow a Likert scale of 'strongly agree' to 'strongly disagree'. Educators may choose these questions based on the learner objective(s) for the program.
- **Open Question** is a question that allows the participant to provide their feedback on the program and how it will make a difference to them. The responses from this question will be anecdotal feedback that can be used when reporting impact to stakeholders. This question will appear on every survey.
- **Demographic Questions** are questions required to be on every survey as part of civil rights compliance.

## When to Use Survey Builder

A survey developed using Survey Builder should be used to evaluate programs face-to-face, virtually, or at the same time that meet all of the following criteria:

- Adult programs (participants are age 18+)
- One-time programs OR a program series in which each lesson of the series can be evaluated using Survey Builder
- Programs that do not already have an evaluation tool (such as Signature Programs)
- With participants who read English and/or Spanish
- Face-to-face and/or virtual programs lasting at least 15 minutes

These surveys should not replace already established evaluation tools for statewide programs and initiatives, nor should they be administered in addition to another evaluation. Educators should use Survey Builder rather than creating their own surveys for programs that meet the criteria listed above.

### ***Helpful Tip:***

Survey Builder is NOT approved for use with vulnerable populations such as youth (under 18 years of age) and prisoners/incarcerated individuals.

## Expectations for Use

HHS Extension Educators with at least a 25% appointment in HHS are required to use Survey Builder to evaluate three educational programs during the program year (June 1 and May 31). Ideally, Survey Builder should be used every time a program that meets the guidelines above is conducted.

Educators must be current on their CITI certification in order to use Survey Builder. Additionally, prior to use of Survey Builder, it is required that you agree to the terms of the IRB protocol (see “Institutional Review Board (IRB) Protocol” section below).

### ***When creating a survey***

Extension Educators are encouraged, but not required, to include a minimum of six questions on each survey. This recommendation is to ensure robust data collection and analysis for all programs offered. The six questions can be a mix of intended behavior and knowledge questions. The six questions DO NOT include the core questions or demographic questions that are a required aspect of all surveys.

### *When administering*

- Educators must follow the IRB protocol. See page 4 of this guide for more information.
- Educators should use the talking points designed for use when distributing surveys to participants (see page 33).
- A signed consent form is not required from the participant.
- A survey should only be given to individuals that can read English and/or Spanish.
- A survey should be administered at the conclusion of a program.
- A survey should only be completed by the participant.

### *When entering responses from paper surveys*

- Extension Educators and/or designated proxies are able to enter participant responses into Survey Builder.
- All participant responses should be entered into Survey Builder within 30 days after the program date.

### *Storing paper surveys*

- Once data from surveys has been entered into Survey Builder, paper surveys should be kept in a secure cabinet for up to three (3) program years after data was entered. After three years, surveys can be confidentially destroyed (shredded).
  - If you choose to store the paper surveys electronically (instead of a secure cabinet), use one of these two methods:
    1. Save on Purdue equipment – but not a laptop, for example. Don't save on personal devices, etc.
    2. Use a limited access drive, or a password protected folder, or an encrypted flash drive or other drives that have a layer of protection – password, stored in locked drawer, etc.

## **Institutional Review Board (IRB) Protocol**

IRB protocol number for Survey Builder is 2020-1652 The protocol number covers any survey created in Survey Builder.

Prior to use of Survey Builder, it is required that you agree to the terms of the IRB protocol found at:

[https://purdue.qualtrics.com/SE/?SID=SV\\_3HLsMvLrHOrfNOV](https://purdue.qualtrics.com/SE/?SID=SV_3HLsMvLrHOrfNOV)

You only need to complete this request once (not annually).

## What's New?

### *Demographic Questions*

The demographic questions and responses have been updated to reflect the participant demographics collected by Purdue Extension. The questions and responses are available in English and Spanish (see page 44).

### *Creating Reports That Utilize Past Program Year Data*

The instructions have changed for creating custom reports that utilize past program year data. Survey Builder will aggregate the data for the whole year instead of a date range. The instructions have not changed for creating reports that utilize current program year data (see pg. 26).

## Accessing Survey Builder

Log in to <https://puext.in/surveybuilder> using your **BOILERKEY** career account and password:

Click **PurdueMainCampus**

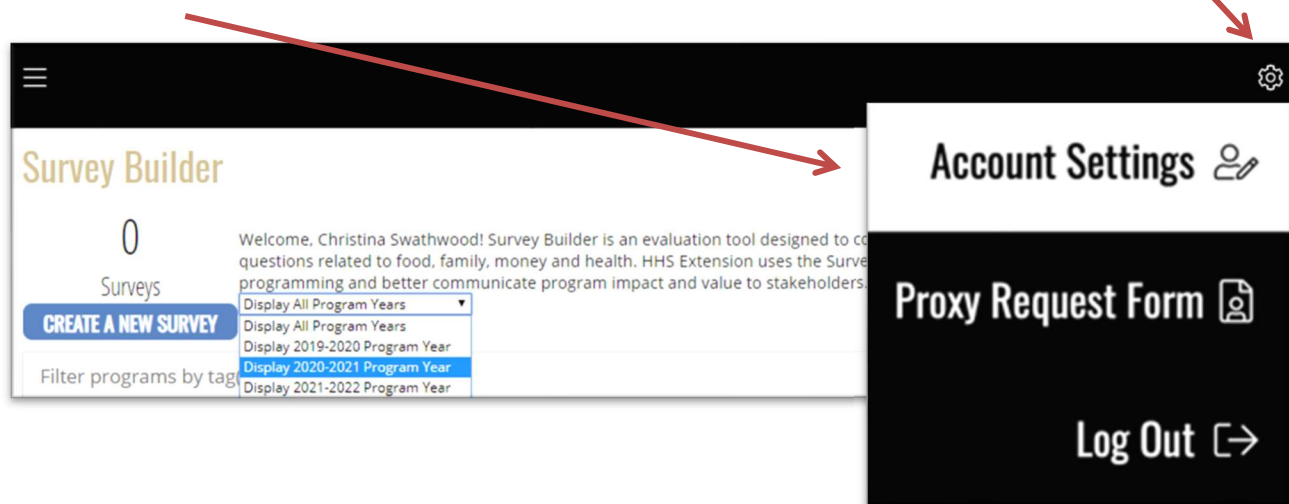
Sign in via **BOILERKEY**.

The top screenshot shows the 'Survey Builder' login page. It features the Purdue University logo and the text 'Extension HEALTHY AND HUMAN SCIENCES'. Below this, it says 'Sign in with your corporate ID' and has a blue button labeled 'PurdueMainCampus'. A red arrow points from the text 'Click PurdueMainCampus' to this button.

The bottom screenshot shows the 'Purdue University' login page. It features the Purdue University logo and the text 'Log in using your Purdue Career Account'. Below this, there are fields for 'Login:' and 'Password:', a 'Login' button, and the 'BOILERKEY TWO-FACTOR AUTHENTICATION' logo. A red arrow points from the text 'Sign in via BOILERKEY.' to the 'Login:' field.

## Account Settings Information Verification & Update

Upon logging into Survey Builder for the first time, please hover upper-right settings menu icon (⚙️) and select **Account Settings** from the menu bar.



From the Account Settings page, verify your first name, last name, title, telephone number, and address. Fill in any missing information that is required (e.g., the County Office Address, below). Dual educators will have both counties listed in the drop down menu under county, and can choose either one as a default. This information helps to populate the County Reports (see page 26).

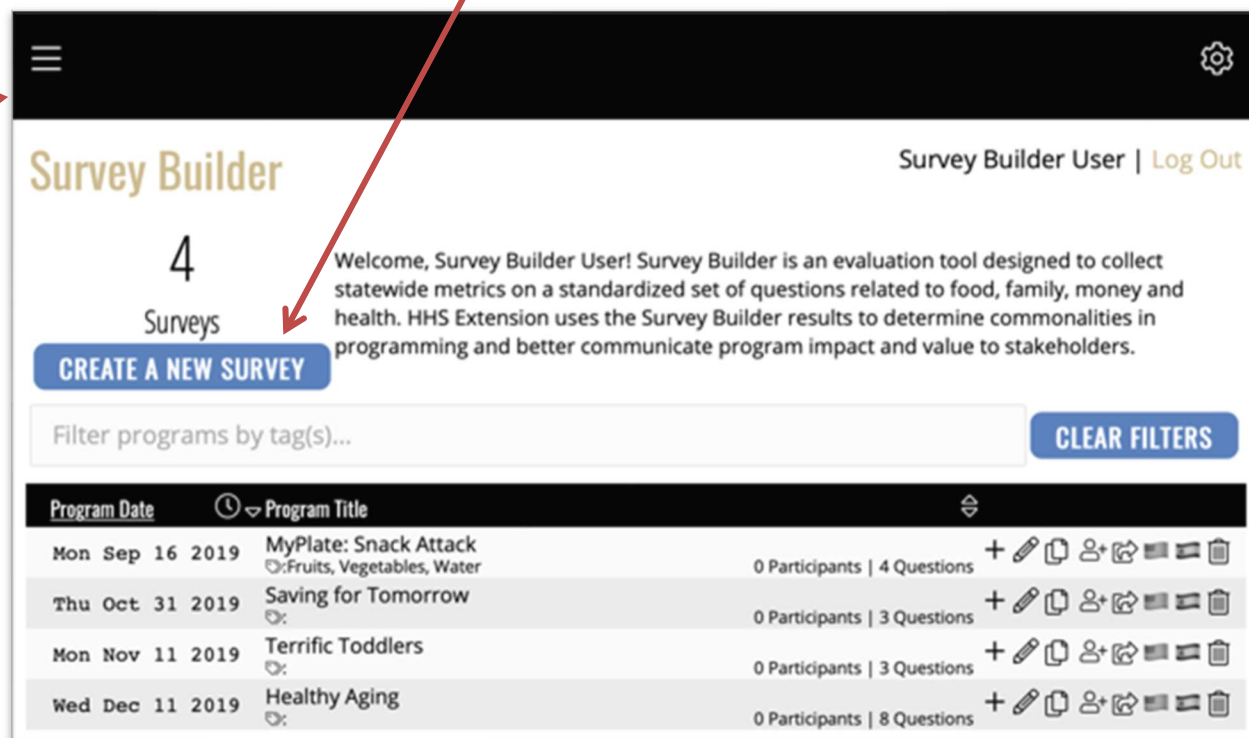
 A screenshot of the 'Account Settings' form. It contains several input fields: 'Email' (new\_user@purdue.edu), 'Social Media (Twitter) (Not Required)' (@HHS\_Extension), 'First Name' (New Survey Builder), 'Last Name' (User), 'Title' (Extension Educator), 'County' (Tippecanoe), 'Phone' (+1 (833) 444-7123), and 'County Office Address' (empty). At the bottom right, there are two buttons: 'CANCEL' and 'SAVE'. A red arrow points from the text below to the 'SAVE' button.

Upon verifying your Account Information, click **SAVE**.



## Creating a Survey

From the Survey Builder home page, click **Create Survey**. **Note:** If a survey has never been created, there will be zero surveys listed.



**Survey Builder** Survey Builder User | [Log Out](#)

4 Surveys

**CREATE A NEW SURVEY**

Filter programs by tag(s)... **CLEAR FILTERS**

Program Date	Program Title	
Mon Sep 16 2019	MyPlate: Snack Attack Fruits, Vegetables, Water	0 Participants   4 Questions
Thu Oct 31 2019	Saving for Tomorrow	0 Participants   3 Questions
Mon Nov 11 2019	Terrific Toddlers	0 Participants   3 Questions
Wed Dec 11 2019	Healthy Aging	0 Participants   8 Questions

Alternatively, hover over the upper-left menu bar (☰) icon and select **Create Survey** from the menu:

- Create Survey
- Create Report
- Survey Builder Guide
- Virtual Instructions
- Virtual PPT Slide

### LEGEND

- + Modify Survey Questions
- 📄 Copy Survey
- 📱 Share Survey via SMS
- 🖨️ Print English Survey
- 🔒 Survey Locked for Editing
- ⚠️ Missing Program Delivery Method
- ✏️ Update Survey Properties
- 👤 View Participant Data
- 🗑️ Delete Survey
- 🖨️ Print Spanish Survey
- 👥 Cohort Survey/Additional Educators

**STEP 1**

Input the program name, date, time, program delivery method, and venue, including any Additional Educators assisting with the delivery of the program. Then click **SAVE**.

**Step 1: Create Program**

Program Name  
Terrific Toddlers

Date of Program  
Thu Sep 17 2020

Time of Program (HH:MM AM or PM)  
11:00AM

Program Delivery Method  
Face-to-Face and Virtual (at the same time)

Venue/Organization/Audience  
Purdue University

County  
Campus

Tags

Is this a test survey?  
No

CANCEL SAVE

**Q: What if I want to create a test survey?**

A: If you would like to create a test survey to become familiar with Survey Builder, select “Yes” under the “Is this a test survey?” question. This will designate it as a test survey only and any information tied to this survey will not be included in the data analysis. Test surveys may be deleted at any time. Surveys designated as test surveys show the word TEST in white text on black before the name of the survey on the main page.

**Helpful Tip:**

County field is not editable for single-county educators; dual county educators may select from the drop-down menu the home county where the data should be reported. The county field does not represent the location of where the program is delivered; it is used for when reports are created.

**Helpful Tip:**

Avoid using **acronyms** when entering information in any field.

**Helpful Tip:**

For venue/organization/audience, enter “General Audience” (if not delivered to a specific audience).

**Note:** Tags may be added to a program (but are not required) at the time of its creation or when updating its properties. Tags are a word or short phrase that describes the program. Using tags for programs created allow it to be easily searchable in Survey Builder or used to filter your programs. **Tags work only within an individual educator's page and do not carry over when shared as a cohort survey.**



Examples of tags include: nutrition, mental health, savings, relationships. Some Specialists may have unique tags already established to be used with a particular program. Information about use of tags may be found on specific program pages of HHSeducators.org or by asking the Specialist for guidance.

To search for a program on your page by a tag: Programs may be filtered by tag(s) on the main page of Survey Builder. Click in the “Filter programs by tag(s)...” box and select which tags to filter by; to remove all filters click **CLEAR FILTERS**. Tags can only be added prior to a survey being locked (before entering participant data). Tags are not required.



Prior to adding questions to a survey, give some consideration to learner objectives for the program. A full list of learner objectives can be found in the Appendix (page 37). Select the questions that best relate to the learner objective(s) for the program.

## STEP 2

Use this screen to choose questions to add to a survey. Begin with either knowledge questions or intended behavior questions.



**STEP 3**

Click **Add Knowledge Question** or **Add Intended Behavior Question**. A drop-down menu will appear to select learner objectives. It is possible to move between adding knowledge and intended behavior questions while creating a survey.



Step 2: Add Questions to "Terrific Toddlers" X

**ADD KNOWLEDGE QUESTION** **ADD INTENDED BEHAVIOR QUESTION**

**Select Knowledge Objective:**

The learner indicated increased knowledge in:

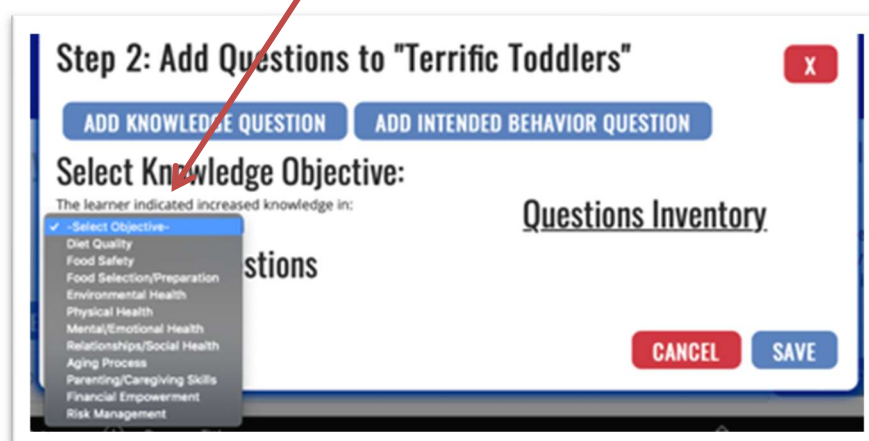
-Select Objective- Questions Inventory

**Knowledge Questions**

**CANCEL** **SAVE**

**STEP 4**

Select the learner objective(s) that most closely aligns with the program. There is no limitation to the number of learner objectives that can be used.



Step 2: Add Questions to "Terrific Toddlers" X

**ADD KNOWLEDGE QUESTION** **ADD INTENDED BEHAVIOR QUESTION**

**Select Knowledge Objective:**

The learner indicated increased knowledge in:

**Questions** Questions Inventory

**CANCEL** **SAVE**

- ✓ -Select Objective-
- Diet Quality
- Food Safety
- Food Selection/Preparation
- Environmental Health
- Physical Health
- Mental/Emotional Health
- Relationships/Social Health
- Aging Process
- Parenting/Caregiving Skills
- Financial Empowerment
- Risk Management

**STEP 5**

Add the question(s) that best relate to the learner objective(s) for the program.

**ADD KNOWLEDGE QUESTION** **ADD INTENDED BEHAVIOR QUESTION**

**Select Knowledge Objective:**  
The learner indicated increased knowledge in:  
Aging Process

**Questions Inventory**

**Knowledge Questions**  
**Aging Process**

I understand the aging process.	<b>Add &gt;&gt;</b>
I understand the physical changes that occur as a result of aging.	<b>Add &gt;&gt;</b>
I know the importance of social connections as we age.	<b>Add &gt;&gt;</b>
I understand how to prevent falls.	<b>Add &gt;&gt;</b>
I know ways to stay healthy and active as I age.	<b>Add &gt;&gt;</b>
I know how to talk with my health care provider about aging well.	<b>Add &gt;&gt;</b>
I know how to manage my medications.	<b>Add &gt;&gt;</b>

**CANCEL** **SAVE**

**STEP 6**

Once a question is added to the survey, it will appear on the right side of the screen. Questions will be grouped by type: knowledge or intended behavior, as well as learner objective.

**Select Knowledge Objective:**  
The learner indicated increased knowledge in:  
Physical Health

**Knowledge Questions Physical Health**

I know how to increase my physical activity.	Add >>
I know how to reduce barriers to being physically active.	Add >>
I know how to make changes that will improve my physical health.	Add >>
I know how to get the support I need to be more physically active.	Add >>
I understand how to balance my caloric intake with physical activity to maintain a healthy weight.	Add >>
I know how much sleep is needed to stay healthy.	Add >>
I understand the dangers of substance abuse (alcohol, tobacco, or drugs).	Add >>
I know how to talk to my healthcare provider about my health concerns.	Add >>
I know how to reduce my risk of developing a chronic disease.	Add >>
I know how to locate community resources that will help improve my health.	Add >>

**Questions Inventory**

**Knowledge Questions Physical Health**

<< Remove	I know how to improve my strength, balance and/or flexibility.
-----------	--

**Aging Process**

<< Remove	I understand the physical changes that occur as a result of aging.
<< Remove	I know ways to stay healthy and active as I age.

**Intended Behavior Questions Physical Health**

<< Remove	I plan to review my medications and/or supplements with my healthcare provider.
<< Remove	I intend to improve my sleep habits.
<< Remove	I plan to talk with my healthcare provider about my risk for chronic diseases.

**CANCEL SAVE**

To remove a question, simply click **Remove** and the question will return to the list of questions on the left.


After adding all desired questions, click **SAVE**.

**Helpful Tip:**

Educators are encouraged, but not required, to include a minimum of six questions on each survey. The six questions can be a mix of intended behavior and knowledge questions.

**STEP 7**

After adding all desired questions and clicking **SAVE**, you will be returned to the list of surveys. Click the **American Flag** or **Spanish Flag** to see a printable .pdf of the survey for printing.



Program Date	Program Title					
Mon Sep 16 2019	MyPlate: Snack Attack Fruits, Vegetables, Water	0 Participants   4 Questions	+	📄	👤	🇺🇸 🇪🇸
Thu Oct 31 2019	Saving for Tomorrow	0 Participants   3 Questions	+	📄	👤	🇺🇸 🇪🇸
Mon Nov 11 2019	Terrific Toddlers	0 Participants   3 Questions	+	📄	👤	🇺🇸 🇪🇸
Wed Dec 11 2019	Healthy Aging	0 Participants   8 Questions	+	📄	👤	🇺🇸 🇪🇸


**Note:** The demographic questions and responses have been updated to reflect the participant demographics collected by Purdue Extension.

The printable version of a survey will look similar to this:

Internal use only - Survey Number: \_\_\_\_\_

**Budgeting for Your Family**

Thu Jun 30 2022 at 10:00AM



Extension - Health and Human Sciences

Your participation in this survey is voluntary. You are not obligated to complete it and may withdraw at any time.

**Please circle your response to the following questions.**

I learned information that I will share with others. Yes    No

I learned information that will improve my life in a positive way. Yes    No

I plan to compare prices of food items before buying them. Yes    No

**Place a check in the box to reflect what you knew before and after today's lesson**

	Before Today's Lesson					After Today's Lesson				
	Not Applicable	Strongly Disagree	Disagree	Neither Agree or Disagree	Strongly Agree	Not Applicable	Strongly Disagree	Disagree	Neither Agree or Disagree	Strongly Agree
I know at least two ways to reduce spending.										

Please share an example of how this program made (or will make) a difference to you.

**Please select your response to the following questions.**

What is your race/ethnicity? (select all that apply)

☐ Hispanic, Latino, Latinx, or Spanish

☐ Middle Eastern or North African

☐ White

☐ Black or African American

☐ Asian

☐ American Indian or Alaska Native

☐ Native Hawaiian or Other Pacific Islander

☐ Some other race, ethnicity, or origin

☐ I don't know, or I prefer not to answer

Which best describes your gender?

☐ Female

☐ Male

☐ Non-Binary

☐ Other

☐ Prefer not to answer

**Thank you for completing this survey.**

Page 1 of 1

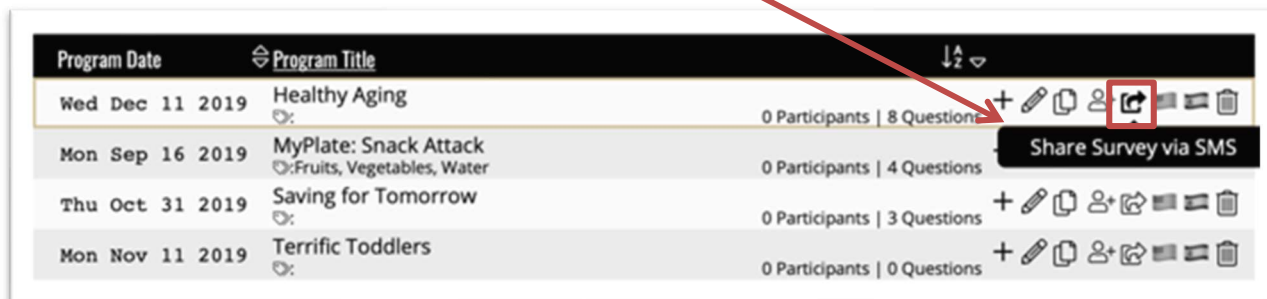
**Helpful Tip:**

Always print double-sided; if page breaks occur, participants will be reminded to see other side to complete survey.



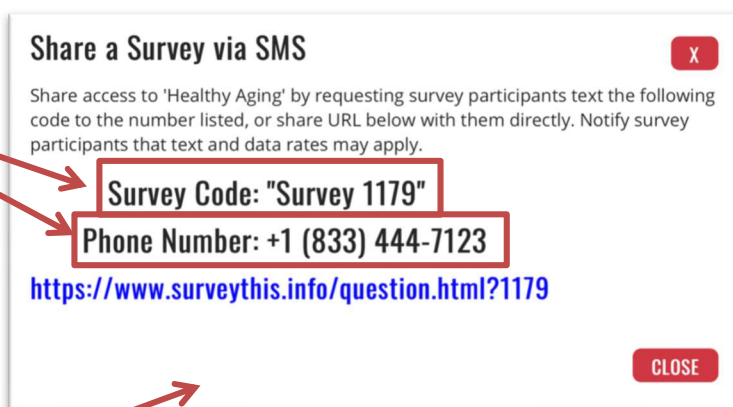
## Sharing a Survey via SMS (Electronic Survey Completion)

Once a survey has been created and finalized, responses may be collected electronically by sharing the survey with program participants to complete at the conclusion of the program via SMS text (SMS = Short Message Service) or by accessing the unique survey URL. Refer to the Virtual Instructions located on the Survey Builder page on [www.HHSeducators.org](http://www.HHSeducators.org) or in the upper left corner menu of Survey Builder for further instruction on sharing the survey with participants for a live or recorded virtual program. Prior to the delivery of the program, click on the **Share Survey via SMS icon**.



Program Date	Program Title	
Wed Dec 11 2019	Healthy Aging 0:	0 Participants   8 Questions + [edit] [share] [SMS] [print] [delete]
Mon Sep 16 2019	MyPlate: Snack Attack 0:Fruits, Vegetables, Water	0 Participants   4 Questions + [edit] [share] [SMS] [print] [delete]
Thu Oct 31 2019	Saving for Tomorrow 0:	0 Participants   3 Questions + [edit] [share] [SMS] [print] [delete]
Mon Nov 11 2019	Terrific Toddlers 0:	0 Participants   0 Questions + [edit] [share] [SMS] [print] [delete]

This will generate a unique survey code to be shared with participants to complete the survey electronically on their smartphone, tablet or laptop. To access the survey, participants will text the code to the number shown (see example below). Refer to the instructions on how to communicate the code/link to participants via the Talking Points on page 33. Notify survey participants that text and data rates may apply. **All URLs and SMS text information expire at the end of the program year on May 31.**



### Share a Survey via SMS

Share access to 'Healthy Aging' by requesting survey participants text the following code to the number listed, or share URL below with them directly. Notify survey participants that text and data rates may apply.

**Survey Code: "Survey 1179"**

**Phone Number: +1 (833) 444-7123**

<https://www.surveymthis.info/question.html?1179>

CLOSE

A URL is also available for participants to manually enter into their smartphone, tablet, or laptop.

### Helpful Tips:

The SMS survey code and URL are unique for each program survey. Participants must complete the survey immediately following the program, just as they would the paper survey. The URL should not be e-mailed to participants or completed at any other time, except immediately following the completion of the program.

When texting the Survey Builder number, +1 (833) 444-7123, Survey Builder participants may spell "Survey" using any combination of upper or lower case (e.g. "SURVEY 123" or "Survey 123" or "survey 123") and spaces are not required (i.e. "Survey123").

Upon completing an electronic survey, participants will be thanked and redirected to the Purdue University Health and Human Sciences Extension webpage at: <http://purdue.edu/hhs/extension/>

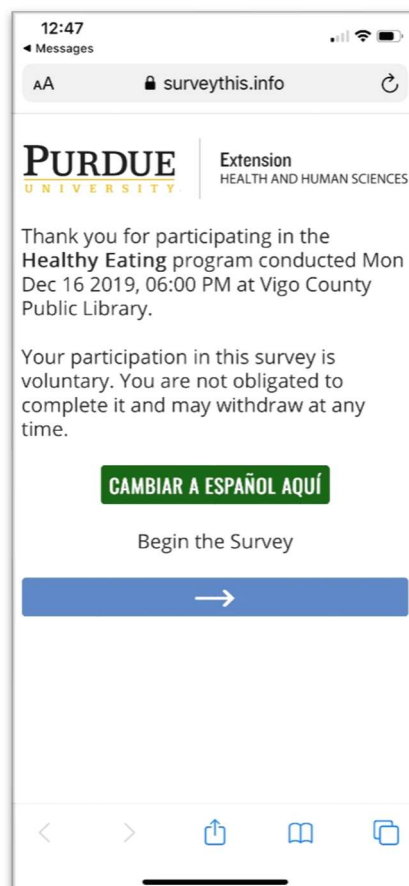
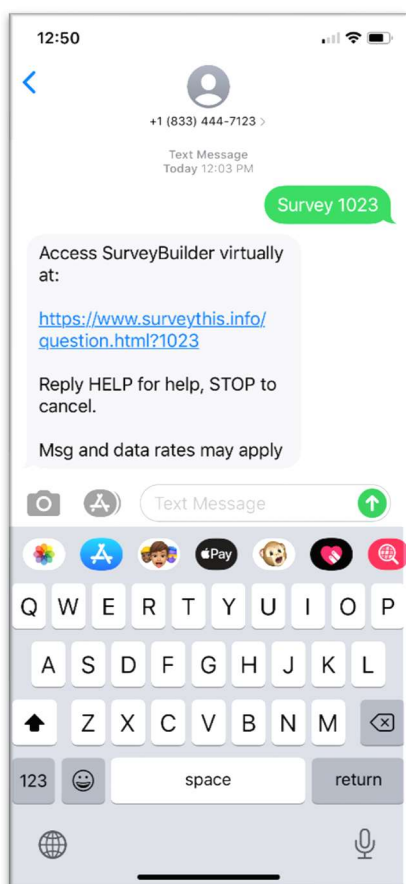


### PARTICIPANT EXAMPLE

At the completion of the program, the participant will type in the unique survey code to the designated phone number provided, referenced on page 15:

Type in survey code to the designated phone number provided.

After clicking the link in the text message, the survey will appear in the browser.



All participant entries will automatically populate in the corresponding program, eliminating the need to enter those participants' data manually. Surveys populated through the Sharing a Survey via SMS process are identified with an "E-Number" identifier when viewing results.


Provide a paper survey to those participants who wish to write their answers to the survey and/or are not comfortable with utilizing their personal devices, or do not have the capability to do so. Surveys populated manually within Survey Builder (non-electronic) will be identified by the next available number only.

Tip: Make sure to **ASK** participants which option they would prefer to use to complete the survey.

## Viewing a Survey

A list of all surveys created will appear on the main menu page of Survey Builder.

Choose the icon with the American flag to view/print in English or the Spanish flag to view/print in Spanish.



Program Date	Program Title	
Mon Sep 16 2019	MyPlate: Snack Attack Fruits, Vegetables, Water	0 Participants   4 Questions
Thu Oct 31 2019	Saving for Tomorrow	0 Participants   3 Questions
Mon Nov 11 2019	Terrific Toddlers	0 Participants   3 Questions
Wed Dec 11 2019	Healthy Aging	0 Participants   8 Questions

## Updating Survey Name/Date

If the name or date of an existing survey needs to be changed, click **Update Survey Properties**.

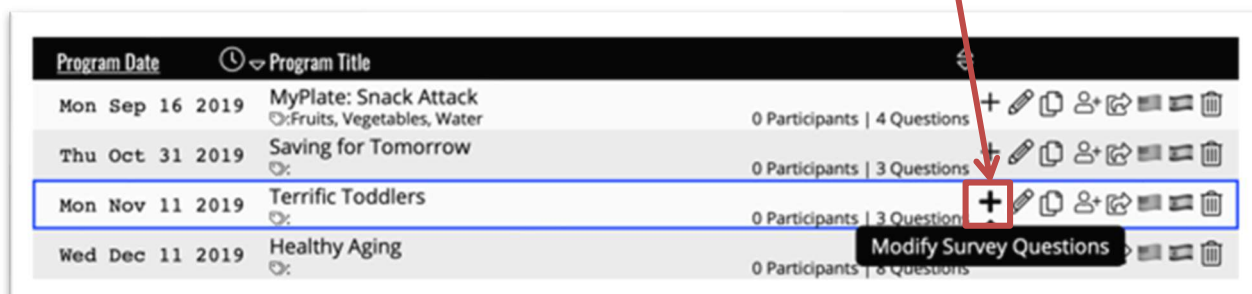
**Note:** this action can only be completed prior to any entry of data (participant responses).



Program Date	Program Title	
Mon Sep 16 2019	MyPlate: Snack Attack Fruits, Vegetables, Water	0 Participants   4 Questions
Thu Oct 31 2019	Saving for Tomorrow	0 Participants   3 Questions
Mon Nov 11 2019	Terrific Toddlers	0 Participants   3 Questions
Wed Dec 11 2019	Healthy Aging	0 Participants   8 Questions

## Adding/Removing Questions


To add or remove questions from an existing survey, click **Modify Survey Questions**. **Note:** this action can only be completed prior to any entry of data (participant responses).



Program Date	Program Title	
Mon Sep 16 2019	MyPlate: Snack Attack Fruits, Vegetables, Water	0 Participants   4 Questions
Thu Oct 31 2019	Saving for Tomorrow	0 Participants   3 Questions
Mon Nov 11 2019	Terrific Toddlers	0 Participants   3 Questions
Wed Dec 11 2019	Healthy Aging	0 Participants   8 Questions

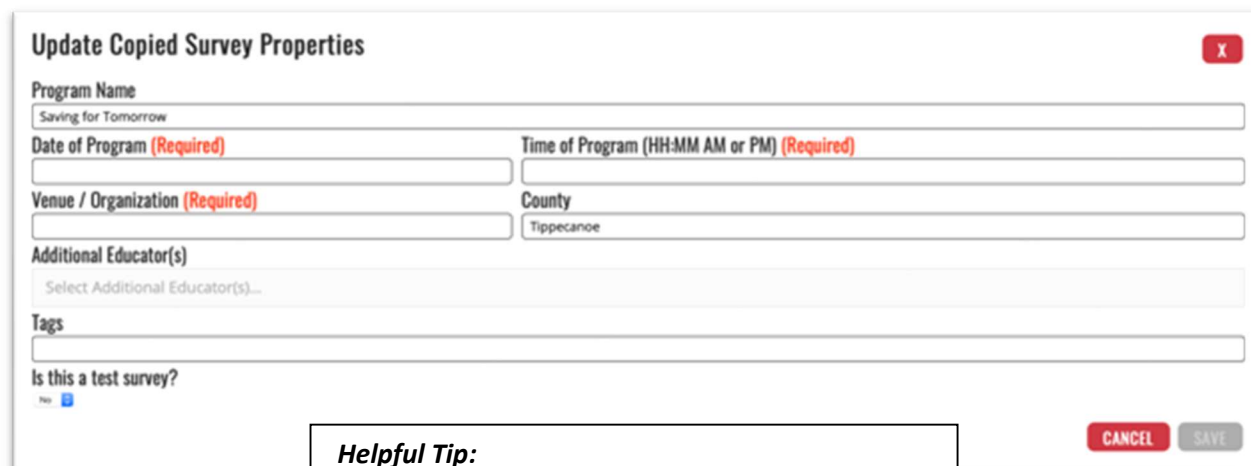
## Creating a Copy of an Existing Survey

Creating a copy of an existing program provides two options for an educator to: 1) Have a base survey to work from in order to add or remove questions for a program with similar learner objectives, or 2) Use the survey for a repeat program in which educators deliver the same program using the same survey to different audiences as part of a cohort (see page 21). Click **Copy Survey** for the program to copy.



Program Date	Program Title	
Mon Sep 16 2019	MyPlate: Snack Attack Fruits, Vegetables, Water	0 Participants   4 Questions
Thu Oct 31 2019	Saving for Tomorrow	0 Participants   3 Questions
Mon Nov 11 2019	Terrific Toddlers	0 Participants   3 Questions
Wed Dec 11 2019	Healthy Aging	0 Participants   8 Questions

For options 1 or 2 fill in the new program date and time. In addition, for option 1, edit the questions to meet the learner objectives of the program.



### Update Copied Survey Properties

Program Name  
Saving for Tomorrow

Date of Program (Required)  
Time of Program (HH-MM AM or PM) (Required)

Venue / Organization (Required)  
County  
Tippecanoe

Additional Educator(s)  
Select Additional Educator(s)...

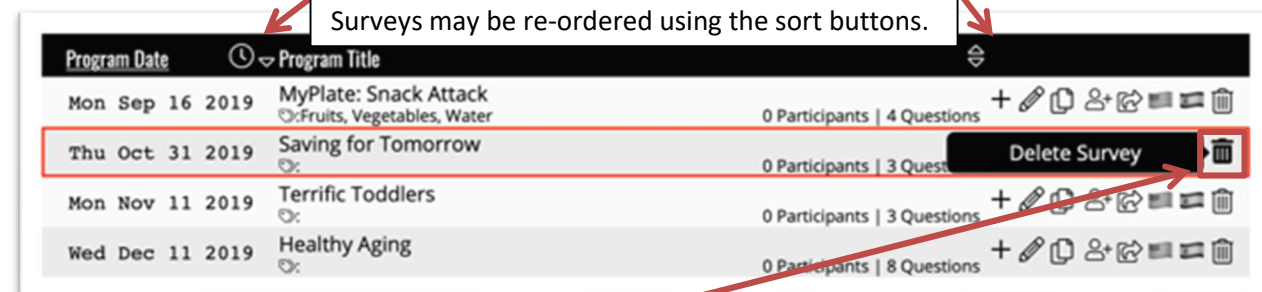
Tags

Is this a test survey?  
No

CANCEL SAVE

### Helpful Tip:

Surveys may be re-ordered using the sort buttons.



Program Date	Program Title	
Mon Sep 16 2019	MyPlate: Snack Attack Fruits, Vegetables, Water	0 Participants   4 Questions
Thu Oct 31 2019	Saving for Tomorrow	0 Participants   3 Questions
Mon Nov 11 2019	Terrific Toddlers	0 Participants   3 Questions
Wed Dec 11 2019	Healthy Aging	0 Participants   8 Questions


## Deleting a Survey

To delete a survey, click **Delete Survey** for the survey you wish to remove. **Note:** this action can only be completed prior to any entry of data (participant responses).

## Creating a Cohort Survey

If there is a group of educators providing the same program with the exact same survey, then a Cohort can be created.

The “lead” educator of the cohort creates the survey and populates questions, as described in Creating a Survey on page 8. (**Note:** To change the cohort lead, submit request to [extensionhhs@purdue.edu](mailto:extensionhhs@purdue.edu).)

Program Date	Program Title		
Wed Dec 11 2019	Healthy Aging	0 Participants   8 Questions	    
Mon Sep 16 2019	MyPlate: Snack Attack Fruits, Vegetables, Water	0 Participants   4 Questions	    
Thu Oct 31 2019	Saving for Tomorrow	0 Participants   3 Questions	    
Mon Nov 11 2019	Terrific Toddlers	0 Participants   0 Questions	    

Educators can be added via Update Survey Properties after inputting program details.

### Update Survey Properties

Program Name

Date of Program

Time of Program (HH:MM AM or PM)

Program Delivery Method

Venue/Organization/Audience

County

For cohorts only, add additional educators here

Tags

Is this a test survey?

CANCEL

SAVE

Type in the first few letters of the first name(s) of the educator(s) who are part of the cohort in the Additional Educator(s) field and select from the list provided in the drop-down menu.

Once all the educator's names are entered, click **SAVE**.

### Helpful Tip

Verify with each educator who has been added to the cohort whether the survey was received in their Survey Builder.

The survey will be shared with all the educators listed in the Update Survey Properties box. The names of the educators in the Cohort will appear after the program title.

Program Date	Program Title	
Fri Jan 31 2020	Healthy Aging Shared with Lisa Graves and Michele Baker by Christina Swathwood	4 Participants   2 Questions
Sat Mar 14 2020	Healthy Aging Shared with Lisa Graves and Michele Baker by Christina Swathwood	0 Participants   2 Questions
Wed Sep 16 2020	MyPlate: Snack Attack Fruits, Vegetables, Water	0 Participants   4 Questions
Sat Oct 31 2020	Saving for Tomorrow Shared with 10 others by Christina Swathwood	2 Participants   7 Questions
Sat Nov 07 2020	Saving for Tomorrow Shared with 10 others by Christina Swathwood	0 Participants   7 Questions
Wed Nov 11 2020	Terrific Toddlers	0 Participants   3 Questions

Once a survey becomes a cohort survey, it is always marked as **Locked for Editing**. The addition of the plus sign indicates this is the prime copy of the lead educator's cohort survey.

Program Date	Program Title	
Fri Jan 31 2020	Healthy Aging Shared with Lisa Graves and Michele Baker by Christina Swathwood	4 Participants   2 Questions
Sat Mar 14 2020	Healthy Aging Shared with Lisa Graves and Michele Baker by Christina Swathwood	0 Participants   2 Questions
Wed Sep 16 2020	MyPlate: Snack Attack Fruits, Vegetables, Water	0 Participants   4 Questions
Sat Oct 31 2020	Saving for Tomorrow Shared with 10 others by Christina Swathwood	2 Participants   7 Questions
Sat Nov 07 2020	Saving for Tomorrow Shared with 10 others by Christina Swathwood	0 Participants   7 Questions
Wed Nov 11 2020	Terrific Toddlers	0 Participants   3 Questions

Cohort surveys may be identified by the phrase “Shared with...” appearing below the survey’s title. If the survey is only shared with one or two additional educators, their names will be listed (e.g. “Shared additional educators, a count of the number of educators with whom the survey is shared forming the cohort appears (i.e. “Shared with [X] others by [Cohort Lead]”).

Should an educator (new or existing) become a member of the cohort after the initial setup of the group established in Survey Builder, the lead educator can, and is the only one able to, add them to the original cohort survey by clicking the “Add Additional Educators” field. Enter additional name here:

**For Cohorts Only, Add Additional Educators Here**

Program Name  
Saving for Tomorrow

Date of Program  
Fri Jul 10 2020

Program Delivery Method  
Face-to-Face and Virtual (at the same time)

Venue/Organization/Audience  
Extension Office

Lead Educator  
Christina Swathwood

Current Additional Educator(s)  
Stephanie Woodson, Lisa Graves, Michele Baker

Time of Program (HHMM AM or PM)  
12:00 PM

County  
Campus

For cohorts only, add additional educator(s) here  
Select Additional Educator(s)...

Tags

CANCEL SAVE

**Note:** All other field boxes will be grayed-out and cannot be edited; only the Additional Educators field can be edited by the lead educator (non-lead educators may view properties for the cohort).

Program Date	Program Title		
Wed Dec 11 2019	Healthy Aging	0 Participants   8 Questions	
Mon Sep 16 2019	MyPlate: Snack Attack Fruits, Vegetables, Water	3 Participants   4 Questions	
Thu Oct 31 2019	Saving for Tomorrow Shared with Lisa Graves, Stephanie Woodcox, Christina Swathwood, and Michele Baker by you	3 Participants   3 Questions	
Mon Nov 11 2019	Terrific Toddlers	0 Participants   0 Questions	

For a survey containing participant data that is not a part of a cohort, a “lock” icon will appear with no plus (+) sign. To make such a survey a part of a cohort, click the “lock” icon and add additional educators. This will identify you as the lead educator for this new cohort.

### Locked Survey Properties

Program Name

Saving for Tomorrow

Date of Program

Mon Jun 1 2020

Program Delivery Method

Virtual Only

Venue/Organization/Audience

Burdette University

Time of Program (HH-MM AM or PM)

6:00 PM

County

Camden

For cohorts only, add additional educator(s) here *(select educators here only if this survey will become part of a cohort)*

Select Additional Educator(s)...

Tags

CANCEL SAVE

After an educator is added to a cohort survey by the lead educator, they will receive a blank survey to which they will add their specific program details for delivery of the program using the **Update Survey Properties** button (see "Updating Survey Name/Date" on page 17).

Program Date	Program Title		
Wed Dec 11 2019	Healthy Aging	0 Participants   8 Questions	
Mon Sep 16 2019	MyPlate: Snack Attack Fruits, Vegetables, Water	3 Participants   4 Questions	
Thu Oct 31 2019	Saving for Tomorrow Shared with Lisa Graves, Stephanie Woodcox, Christina Swathwood, and Michele Baker by you	3 Participants   3 Questions	
Mon Nov 11 2019	Terrific Toddlers	0 Participants   0 Questions	

Should an educator offer the program multiple times within their county, the educator must “copy” the cohort survey by clicking **Copy Survey** and can edit the Program Details for each new date and time.

**Note:** Cohort surveys may only be deleted by the Survey Builder administrator.

## Repeat Programs

Educators delivering the same program using the same survey to different audiences should follow the instructions for Creating a Copy of an Existing Survey on page 18.

**Note:** When working as a team (not a cohort) to DELIVER a program, only one (1) person will enter data.



## Entering Participant Responses from Paper Surveys

**Note:** Electronic survey responses are automatically captured (see page 15).

### STEP 1

From the Survey Builder homepage, the list of programs created is visible. To enter participant responses from the paper surveys into the database, click **Add Participant Data** for the corresponding program.



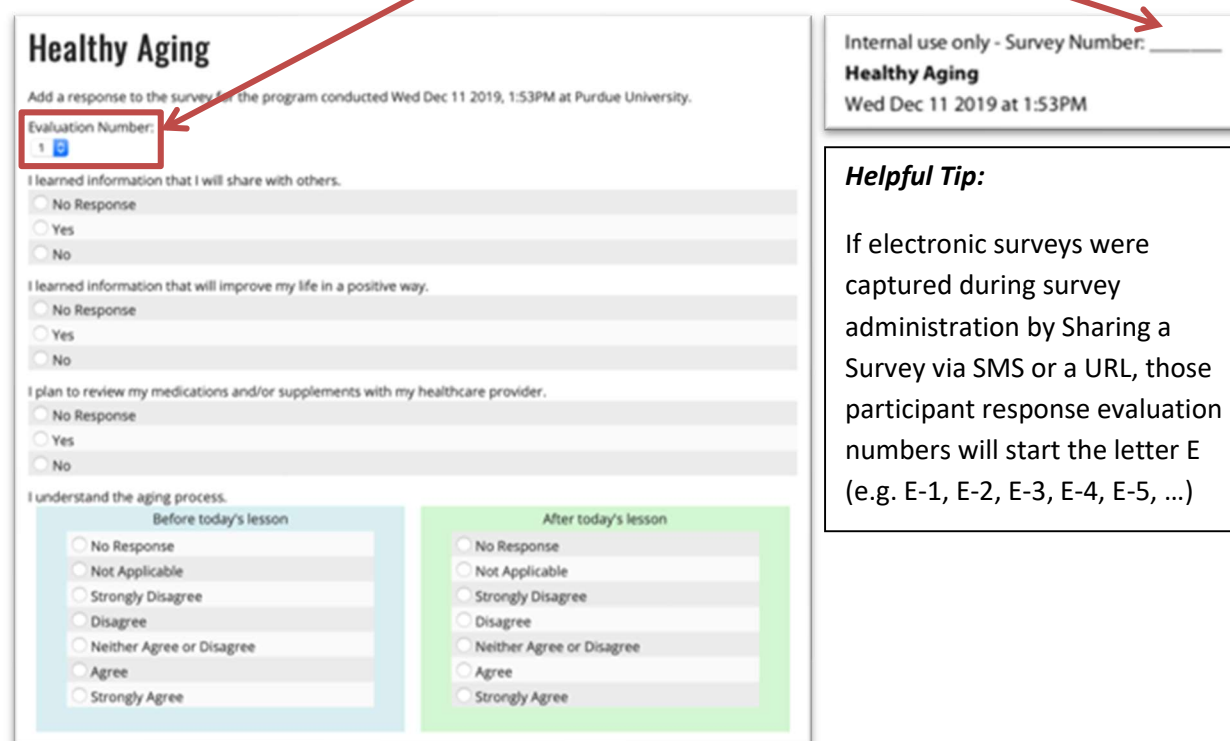
Program Date	Program Title	Participants	Questions	Actions
Wed Dec 11 2019	Healthy Aging	0 Participants	8 Questions	+ [Add Participant Data] [Edit] [Share] [Print] [Export] [Delete]
Mon Nov 11 2019	Terrific Toddlers	0 Participants	3 Questions	+ [Add Participant Data] [Edit] [Share] [Print] [Export] [Delete]
Thu Oct 31 2019	Saving for Tomorrow	0 Participants	3 Questions	+ [Add Participant Data] [Edit] [Share] [Print] [Export] [Delete]
Mon Sep 16 2019	MyPlate: Snack Attack Fruits, Vegetables, Water	0 Participants	4 Questions	+ [Add Participant Data] [Edit] [Share] [Print] [Export] [Delete]

#### Helpful Tip:

Once data is entered, the survey will be locked and no questions can be added or removed and the program details cannot be changed. However, participant survey responses can still be added or updated.

### STEP 2

On the printed version (top left corner) of surveys it reads **Internal use only – Survey Number**. Assign a number to each participant survey beginning with the number prompted. As responses are entered in Survey Builder, the evaluation number will increment; match it to the number on the printed survey (write it in).



### Healthy Aging

Add a response to the survey for the program conducted Wed Dec 11 2019, 1:53PM at Purdue University.

**Evaluation Number:** 1

I learned information that I will share with others.

☐ No Response  
☐ Yes  
☐ No

I learned information that will improve my life in a positive way.

☐ No Response  
☐ Yes  
☐ No

I plan to review my medications and/or supplements with my healthcare provider.

☐ No Response  
☐ Yes  
☐ No

I understand the aging process.

**Before today's lesson**

☐ No Response  
☐ Not Applicable  
☐ Strongly Disagree  
☐ Disagree  
☐ Neither Agree or Disagree  
☐ Agree  
☐ Strongly Agree

**After today's lesson**

☐ No Response  
☐ Not Applicable  
☐ Strongly Disagree  
☐ Disagree  
☐ Neither Agree or Disagree  
☐ Agree  
☐ Strongly Agree

Internal use only - Survey Number: \_\_\_\_\_

**Healthy Aging**

Wed Dec 11 2019 at 1:53PM

#### Helpful Tip:

If electronic surveys were captured during survey administration by Sharing a Survey via SMS or a URL, those participant response evaluation numbers will start the letter E (e.g. E-1, E-2, E-3, E-4, E-5, ...)

**STEP 3**

Select the response to each question exactly as it appears on the paper survey submitted by the participant.

**Healthy Aging**

Add a response to the survey for the program conducted Wed Dec 11 2019, 1:53PM at Purdue University.

Evaluation Number:  
1

I learned information that I will share with others.

☐ No Response

☒ Yes

☐ No

I learned information that will improve my life in a positive way.

☐ No Response

☒ Yes

☐ No

I understand the physical changes that occur as a result of aging.

☐ No Response

☒ Yes

☐ No

I plan to talk with my healthcare provider about my risk for chronic diseases.

Before today's lesson	After today's lesson
<input type="radio"/> No Response	<input type="radio"/> No Response
<input type="radio"/> Not Applicable	<input type="radio"/> Not Applicable
<input type="radio"/> Strongly Disagree	<input type="radio"/> Strongly Disagree
<input type="radio"/> Disagree	<input type="radio"/> Disagree
<input checked="" type="radio"/> Neither Agree or Disagree	<input type="radio"/> Neither Agree or Disagree
<input type="radio"/> Agree	<input type="radio"/> Agree
<input type="radio"/> Strongly Agree	<input checked="" type="radio"/> Strongly Agree

**Helpful Tip:**

After starting data entry for a participant survey, complete submission in its entirety and click **Save**. Data that has not been submitted will be lost upon leaving Survey Builder.

When all responses have been entered, click **SAVE** located after the demographic questions. If you click **SAVE** and a response is missing, an error message will appear indicating a response needs to be entered for all fields marked **(Required)**.

**Q: What should I do if a response is left blank by a participant?**

A: If a response was left blank by the participant for any questions, select **No Response**.

If a participant did not answer the open-ended question, leave this box blank.



**STEP 4**

After submission of a participant response, Survey Builder will prompt you to add the next participant's response automatically. Repeat until all participant responses to surveys have been entered. Once all participant responses to surveys have been entered, click on Cancel or type "Esc" to return to the programs listing.

### Staying Scam Safe

Modify evaluation response number 1 of the survey for the program conducted Fri Jun 03 2022, 04:00 PM at Bartholomew County Works.

**DELETE EVALUATION NUMBER 1**

Evaluation Number: 1

I learned information that I will share with others.

☐ No Response  
☒ Yes  
☐ No

I learned information that will improve my life in a positive way.

☐ No Response  
☒ Yes  
☐ No

I intend to take steps to protect my identity.

☐ No Response  
☒ Yes  
☐ No

I intend to request a free copy of my credit report annually.

☐ No Response  
☒ Yes  
☐ No

I know individuals can receive a free copy of their credit report from each credit reporting agency annually.

**Before today's lesson**

☐ No Response  
☐ Not Applicable  
☒ Strongly Disagree  
☐ Disagree  
☐ Neither Agree or Disagree  
☐ Agree  
☐ Strongly Agree

**After today's lesson**

☐ No Response  
☐ Not Applicable  
☐ Strongly Disagree  
☐ Disagree  
☐ Neither Agree or Disagree  
☒ Agree  
☐ Strongly Agree

I know how to place a credit freeze on my account.

**Before today's lesson**

☐ No Response  
☐ Not Applicable  
☐ Strongly Disagree  
☐ Disagree  
☒ Neither Agree or Disagree  
☐ Agree  
☐ Strongly Agree

**After today's lesson**

☐ No Response  
☐ Not Applicable  
☐ Strongly Disagree  
☐ Disagree  
☒ Neither Agree or Disagree  
☐ Agree  
☐ Strongly Agree

## Reviewing Responses Entered

### STEP 1

To review or update survey responses entered for a particular survey, click **Add Participant Data**.



Program Date	Program Title	
Wed Dec 11 2019	Healthy Aging	0 Participants   8 Questions
Mon Sep 16 2019	MyPlate: Snack Attack	0 Participants   4 Questions
Thu Oct 31 2019	Saving for Tomorrow	0 Participants   3 Questions
Mon Nov 11 2019	Terrific Toddlers	0 Participants   0 Questions

### STEP 2

Choose the participant survey that needs revisions by clicking **EDIT EVALUATION**.



## Healthy Aging

**ADD A NEW PARTICIPANT RESPONSE**

'Healthy Aging' contains 4 participant responses, and is locked for editing. Individual participant responses may be modified using the selector, below.

**EDIT EVALUATION 1**

**EDIT EVALUATION 2**


**EDIT EVALUATION E-3**

**EDIT EVALUATION E-4**

**CANCEL**

**Helpful Tip:**

After clicking **Edit Evaluation**, a participant response may be deleted by clicking **Delete Evaluation**.



## Healthy Aging

Modify evaluation response number 3 of the survey for the program conducted Wed Dec 11 2019, 1:53PM at Purdue University.

**DELETE EVALUATION NUMBER 3**

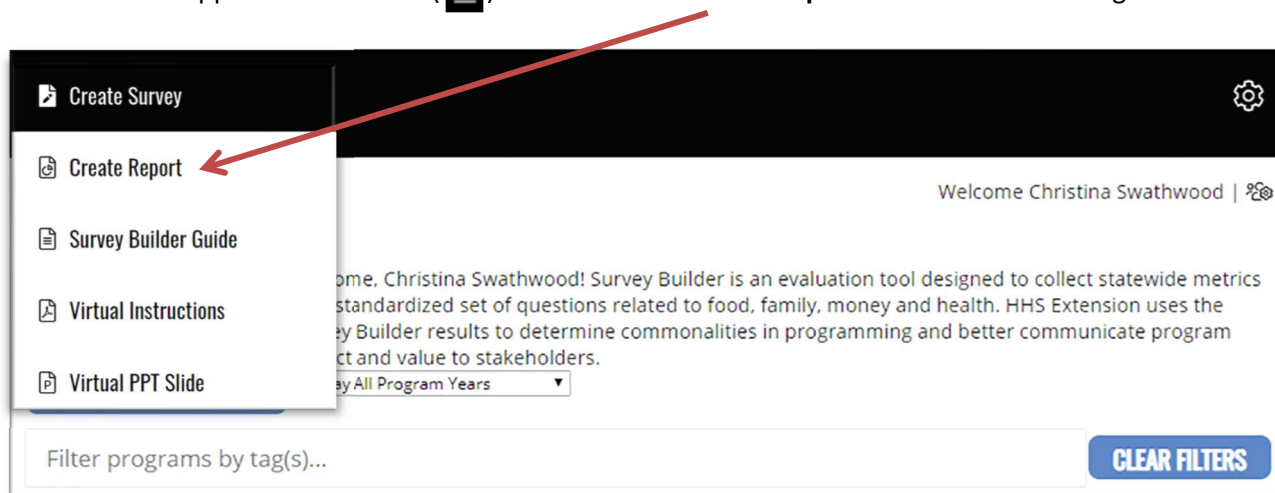
## Creating Reports

Create custom reports by County, Educator, Cohort or Program Title. Information contained in the report includes a quote, selectable from program participants, demographic data for surveys included in the report, the educator's photo, and two different options for adding text or providing a synopsis of learning objectives Addressing Community Needs.

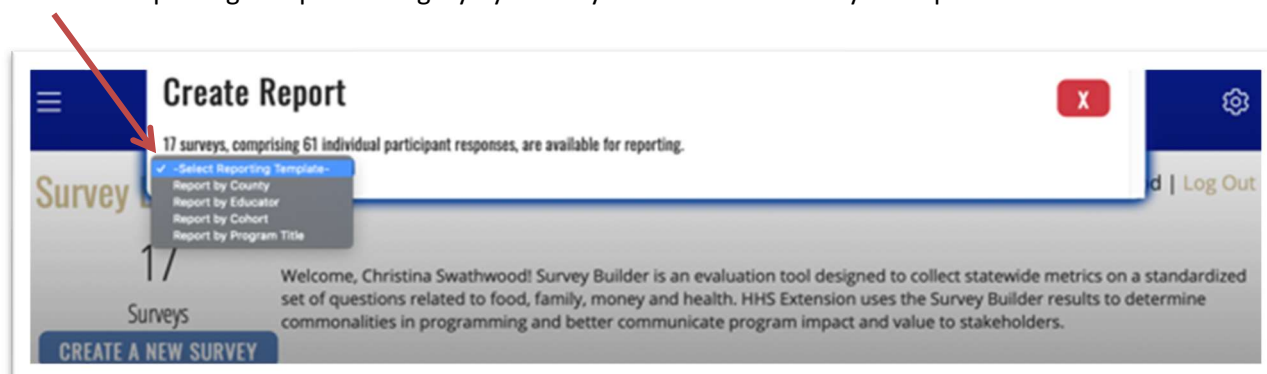
To create a report, toggle to the current or past program year:



Hover over the upper-left menu bar (☰) icon and select **Create Report** from the menu to begin:



Select the Reporting Template category by which you would like to run your report.

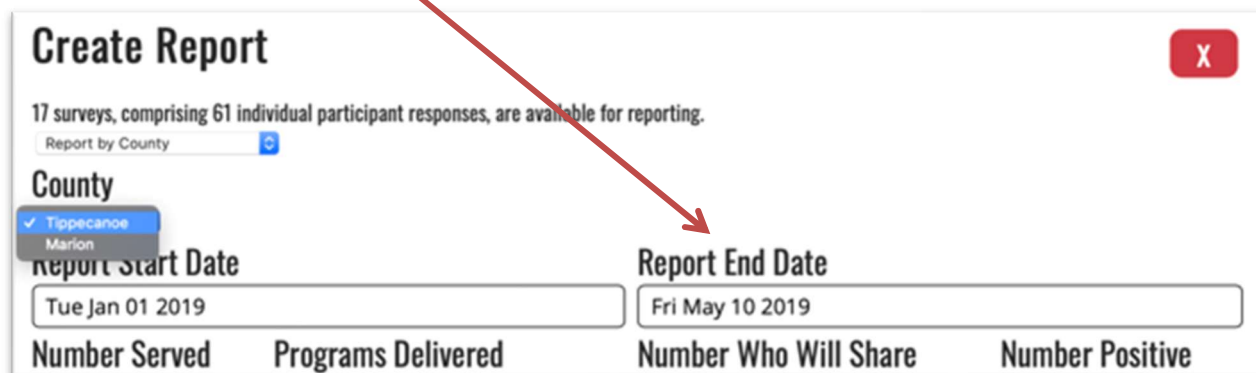


Individual reports can be created by County, educator, or Program Title.

Cohort reports include aggregated data of all surveys collected under the cohort program title.

Dual-county educators have the option to create a report by individual county (use the drop down menu to choose the county). To create a report inclusive of both counties, select “Report by Educator.”

For the **current program year**, select a start and end date.



**Create Report** X

17 surveys, comprising 61 individual participant responses, are available for reporting.

Report by County Report by County

**County**

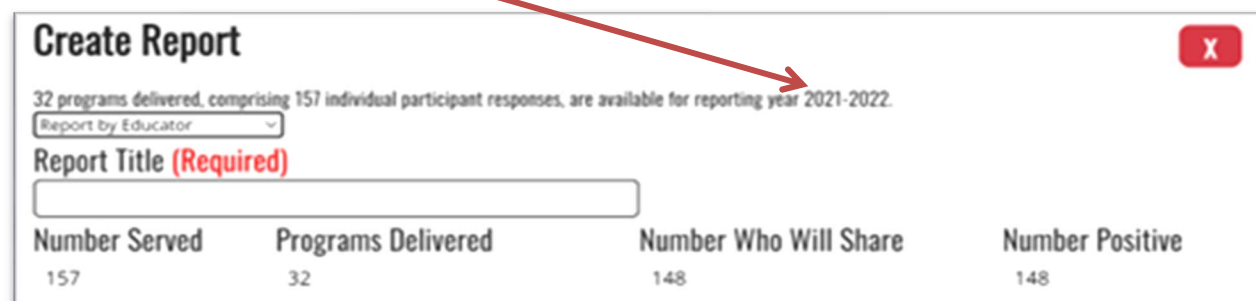
☒ Tippecanoe  
☐ Marion

**Report Start Date** Tue Jan 01 2019

**Report End Date** Fri May 10 2019

Number Served	Programs Delivered	Number Who Will Share	Number Positive
---------------	--------------------	-----------------------	-----------------

For the **past program year**, you will not need to select a start/end date. All data is aggregated for the entire program year selected.



**Create Report** X

32 programs delivered, comprising 157 individual participant responses, are available for reporting year 2021-2022.

Report by Educator Report by Educator

**Report Title (Required)**

Number Served	Programs Delivered	Number Who Will Share	Number Positive
157	32	148	148

Fields requiring a selection and/or entry are noted in red, along with a count of the required number of selections.

**Knowledge Results (Required: choose up to 4)**

-Select a Knowledge Result- ⬇

-Select a Knowledge Result- ⬇

-Select a Knowledge Result- ⬇

-Select a Knowledge Result- ⬇

**Intended Behavior Results (Required: choose 2 to 4)**

-Select an Intended Behavior Result- ⬇

-Select an Intended Behavior Result- ⬇

-Select an Intended Behavior Result- ⬇

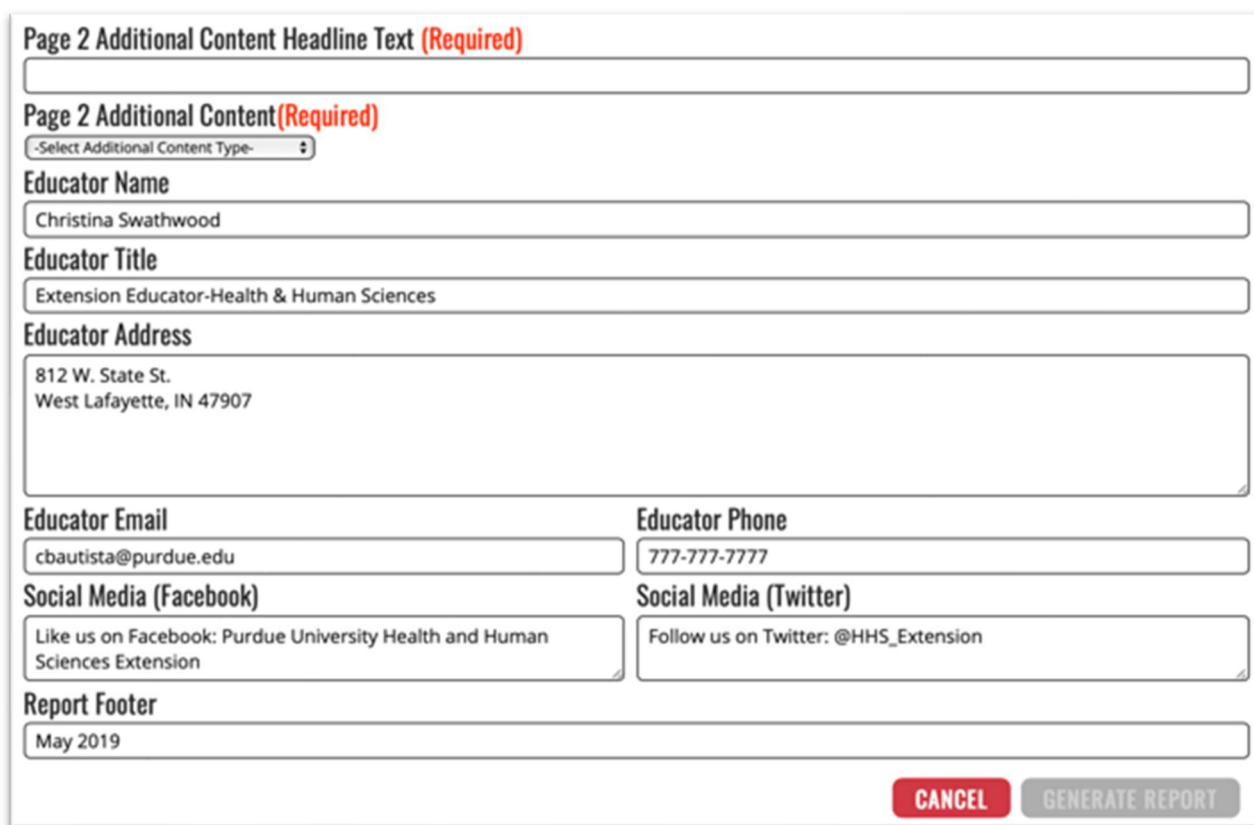
-Select an Intended Behavior Result- ⬇

Participants who provide an example of how the program made a difference to them will be added to the report. Choose from the drop down menu the quote to be used in the report. An educator can edit for any grammar or misspelled words. **Note:** There is a character limit to this field.



## Page 2 of Report

Choose from two types of content to add to the second page of the report. Text Content allows the educator to type in information they deem is informative about their program or highlight any successes, for example. A title is required for this text box.



**Note:** Page 2 of the report contains demographic information from participant surveys and cannot be edited.

Verify the information in the remaining fields is correct. The information populated here originates from the Account Settings, which may be updated via accessing **Account Settings** from the upper-right settings menu icon (⚙️).

You may edit the report footer which appears in the lower-right corner of each page of the report.



## Report Footer

May 2019

CANCEL

GENERATE REPORT

Click **GENERATE REPORT** to generate a pdf copy of the report.

After a few moments, your report will be created in a new tab or pop-up window (a loading animation will display while it is being generated). If the loading animation stops and the report does not appear, check to see whether your browser has a pop-up blocker. If the pop-up was blocked, click the appropriate button in the title bar to show blocked pop-up windows (e.g., in Chrome, click the  button to show blocked pop-ups; in Safari, click .



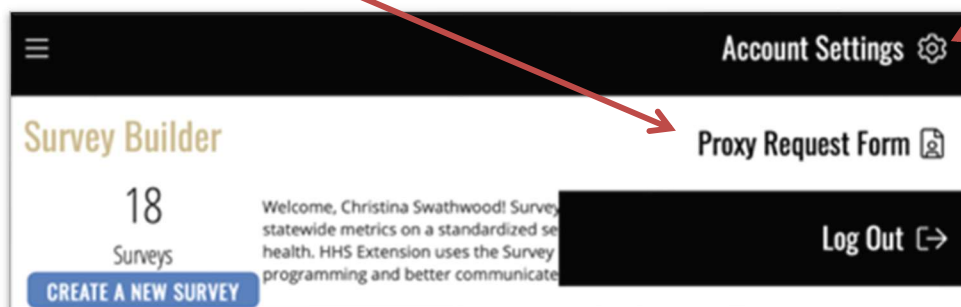
Report Page 1



Report Page 2

## Proxy Request Form

To request access for a proxy to Survey Builder, hover over the upper-right settings menu icon (⚙️) and click **Proxy Request Form**.



The Proxy Request Form will look like this:

 A screenshot of the 'Proxy Request for: Christina Swathwood' form. The form includes instructions on what a proxy is and how to request access. It features a search bar for the Purdue Directory. Below the search bar, a dropdown menu shows search results for 'Stephanie G Woodcox', including her alias, email, campus, department, and title. There is a 'Guide Comprehension Acknowledgment' section with a checkbox. At the bottom, there are 'CANCEL' and 'SUBMIT REQUEST FOR PROXY' buttons. Red arrows point from the text 'Search by entering the proxy's name, then choose the correct name listed.' to the search bar and the dropdown menu. Another red arrow points from the text 'Check the box certifying the person you have designated as the proxy has read and understands the Survey Builder Guide, then press the Submit button to complete the form.' to the acknowledgment checkbox and the submit button.

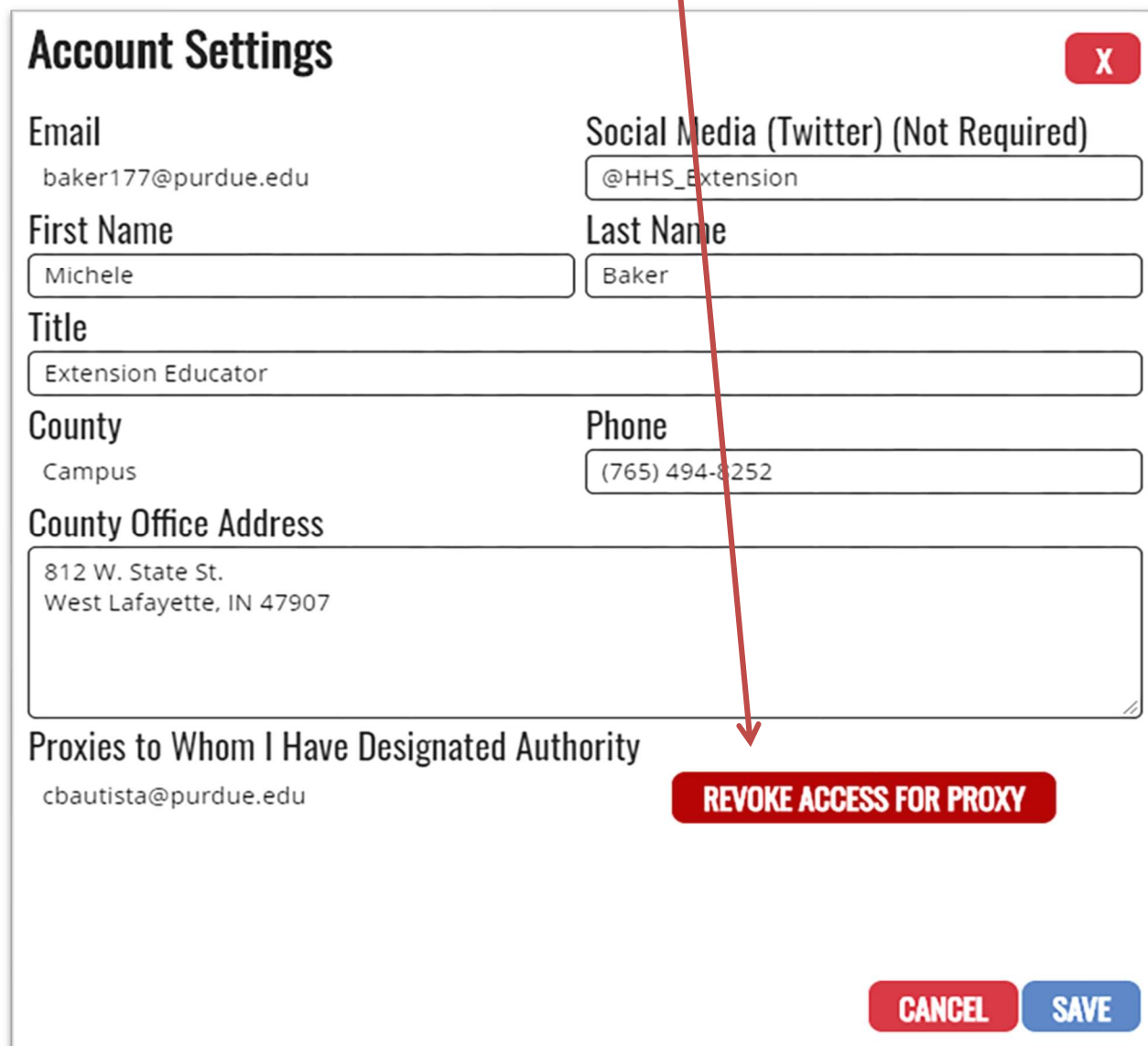
Search by entering the proxy's name, then choose the correct name listed. **Check the box certifying the person you have designated as the proxy has read and understands the Survey Builder Guide**, then press the **Submit** button to complete the form.

 A second screenshot of the 'Proxy Request for: Christina Swathwood' form, identical to the first one. In this version, the 'SUBMIT REQUEST FOR PROXY' button is highlighted with a red arrow pointing to it from the text 'Click SUBMIT REQUEST FOR PROXY button to complete the process.'

Click **SUBMIT REQUEST FOR PROXY** button to complete the process.



To remove a proxy, update your Account Settings, which may be updated via accessing **Account Settings** from the upper-right settings menu icon (⚙️). Click **REVOKE ACCESS FOR PROXY** for the proxy you wish to remove.



The screenshot shows the 'Account Settings' form. At the top right is a red 'X' button. The form contains several input fields: Email (baker177@purdue.edu), Social Media (Twitter) (Not Required) (@HHS\_Extension), First Name (Michele), Last Name (Baker), Title (Extension Educator), County (Campus), Phone ((765) 494-8252), and County Office Address (812 W. State St. West Lafayette, IN 47907). Below these is a section for 'Proxies to Whom I Have Designated Authority' with the email cbautista@purdue.edu. A red arrow points from the top of the form down to a red button labeled 'REVOKE ACCESS FOR PROXY' located below the proxy list. At the bottom right are 'CANCEL' and 'SAVE' buttons.

**Account Settings** X

Email  
baker177@purdue.edu

Social Media (Twitter) (Not Required)  
@HHS\_Extension

First Name  
Michele

Last Name  
Baker

Title  
Extension Educator

County  
Campus

Phone  
(765) 494-8252

County Office Address  
812 W. State St.  
West Lafayette, IN 47907

Proxies to Whom I Have Designated Authority  
cbautista@purdue.edu


**REVOKE ACCESS FOR PROXY**

**CANCEL** **SAVE**

Once proxy access has been granted, the proxy should sign into Survey Builder under the proxy's own career account (alias) and password.

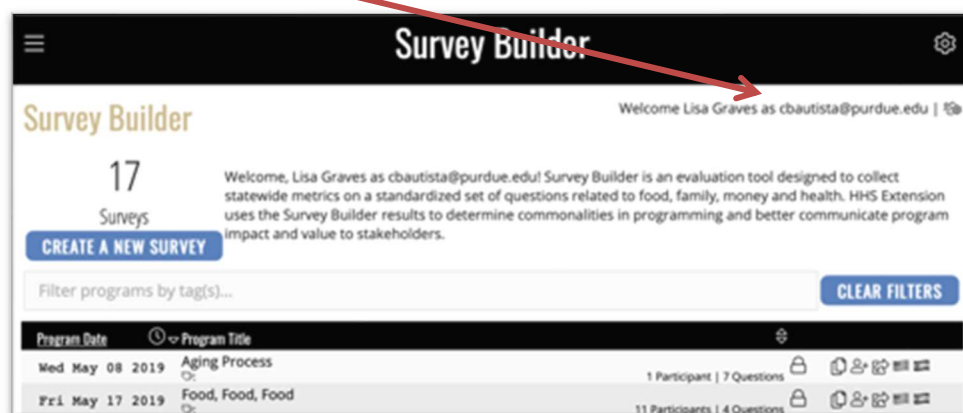
**Please note:** There will be a lag time between requesting access for a proxy of between one and two business days for processing by the Survey Builder administrator.



After the proxy logs in, if they are a proxy for only one educator, they will automatically be logged in as that educator. If they are a proxy for more than one educator, they may toggle between the educator they are logged in as and the other educator(s) for whom they have proxy permissions by clicking the proxy glyph in the upper-right corner next to their name (  ) and selecting the appropriate educator to continue as a proxy for from the list presented:



To verify the proxy has the correct access, the screen should contain the proxy's alias and the educator's name in the top right corner.



## Talking Points

*Use the following talking points when administering surveys to participants.*

Thank you for attending today's program. Purdue Extension is always interested in making sure our programs meet our participants' needs and provide you with the most current and useful information. We are asking that all participants complete a survey at the end of the program. **The survey is voluntary and anonymous—we are not asking for your name or any other identifiable information.** Your feedback will help us to evaluate the content and quality of our programs. I hope that you will take a few minutes to complete the survey.

There are two options for you to complete the survey – via a paper survey or electronically through a smartphone, iPad, laptop or other mobile device.

Should you choose to complete the survey electronically, message and data rates may apply. If you are not comfortable completing the survey electronically, a paper survey is available.

To access the survey electronically via smartphone or mobile device, text the code "Survey ####" (number\*) to the number (833) 444 - 7123. Your phone number will not be captured. It is completely private. If utilizing a web browser, type the following URL into your internet browser \_\_\_\_\_\* to access the survey.

[\*Educator can access the numbers and URL link prior to the program by following the instructions on page 14]

If you are not accessing the survey electronically, please complete the paper survey.

Whether completing the survey electronically or via paper, please read the entire survey carefully. There are no 'right' or 'wrong' responses, but it is very important that you provide an honest answer to each question. For each question, choose the one answer that comes closest to your honest answer. Your answers should be based on what you think is really true, not what you think is the 'right' answer.

The first two questions on the survey ask if you learned information that you will share with others and if the information you learned will improve your life in a positive way. Circle 'yes' or 'no' for each question.

The next [#] questions on the survey ask what you plan or intend to do after today's lesson. Circle 'yes' or 'no' for each question.

The next [#] questions on the survey ask for two responses. Your first response should reflect what you knew **before** today's program. Your second response should reflect what you now know **after** participating in today's program. Circle your response to both the 'before' and 'after' parts of the questions.

There is space to share your feedback on what you've learned today. In this space, you can describe how this program made or will make a difference in your life.

The remaining questions are demographic questions that tell us about you.

If you have completed a paper survey, you can place it [here]. Thank you for your input and we hope to serve you through programs in the future!

## Frequently Asked Questions (FAQs)

1. What if I have a question about using Survey Builder or have trouble with data entry?

*Please e-mail any questions or issues regarding Survey Builder to [extensionhhs@purdue.edu](mailto:extensionhhs@purdue.edu). Someone from HHS Extension Administration will review your inquiry and respond.*

2. What is the expectation for HHS Educators related to the number of programs delivered and evaluated using Survey Builder?

*Effective June 1, 2017, all HHS Educators are expected to deliver and evaluate three educational programs using Survey Builder. For a full list of educator expectations, see page 3.*

3. What if I'm not a full-time HHS Educator? Do I still need to use Survey Builder three times during the program year?

*Yes, effective June 1, 2017, all HHS Educators with at least a .25 FTE appointment are required to use Survey Builder to evaluate three educational programs during the program year.*

4. What "counts" as one survey toward the required three?

*Each survey created counts as one survey. To meet the expectation, you will need to create surveys in Survey Builder for three programs. If you teach and evaluate the same program three times, this would be considered as three surveys developed. Please refer to page 21 for how to enter data for repeat programs.*

5. How many questions do I need to include on a survey created using Survey Builder?

*Educators are encouraged, but not required, to include a minimum of six questions on each survey. This recommendation is to ensure robust data collection and analysis for all programs offered. The six questions can be a mix of intended behavior and knowledge questions. The six questions DO NOT include the core questions or demographic questions that are a required aspect of all surveys.*

6. What if there aren't six questions in Survey Builder that make sense to use to evaluate the program I'm teaching?

*Educators are encouraged to use as many questions as possible for your program. Include as many that match with the content you're teaching and objectives you identify for your participants. However, there's no minimum requirement of questions to include on a survey.*

7. What do I do if I don't see an objective and/or questions to evaluate my program?

*Contact an HHS Extension Specialist to share ideas for future additions in Survey Builder.*

8. Can I group or tally responses?

*There is not an option to tally responses. Answers must be submitted individually per survey.*

9. What do I do with my paper surveys once I've entered the data into the survey builder?

*Please refer to page 4 for guidance on storing paper surveys.*

10. One of my colleagues has created a survey in Survey Builder that I'd like to use with the same program I plan to deliver in my county. How do I access the survey developed by another educator?  
*A survey can only be shared as part of a Cohort. Refer to the cohort process on page 19. The lead educator will need to add you to grant you access to the survey as a part of this process.*

11. How can I view participant data I've entered?

*You can review the data you've entered by going to 'Add Participant Data' in Survey Builder for a survey with existing participants and clicking 'Edit Evaluation X,' where X is the index of the participant response you would like to view. Please see page 25, Reviewing Responses Entered, for more information.*

12. Are surveys created in Survey Builder available in Spanish?

*Yes! Please see page 14 for instructions to view and/or print surveys in Spanish.*

13. When a participant completes a survey in Spanish, do I enter the response to the open-ended question in Spanish or translate it to English?

*Input the response to the open-ended question in Spanish and HHS Extension Administration will take care of the translation. All other participant responses can still be inputted in the same way as you would survey responses in English.*

14. Will there ever be a time when Survey Builder will **not** be accessible?

*Routine maintenance and/or updates will periodically be conducted on a monthly basis. If maintenance is needed, a message will be added at the top of your Survey Builder page to let you know when this will occur.*

15. Can I have someone else in my office input my survey data?

*Yes. Proxy access has been created to allow up to two staff members (if necessary) to be added to input responses to survey questions (see page 30).*

16. What if a participant writes in a response of 'maybe' for a 'Yes/No' question on the paper survey? How am I to record this in my data entry in Survey Builder?

*If a participant replies 'maybe' to a 'Yes/No' question, educators should record this as 'No Response' within Survey Builder.*

17. When using the same survey for a repeat program with a different audience, should I copy the survey and submit the results separately for each audience or enter them all into the same survey?

*The process has changed from previous years. Educators should copy a survey (refer to page 18) and submit results separately for each audience, no longer entering them all into the same survey.*

18. How can I change the date on an existing survey to a date that has passed?

*Backdating a survey is not possible in Survey Builder. It is important to create your survey in advance of the program delivery date, or if you are uncertain of when the program will be delivered, enter a date several weeks into the future. The date can always be changed as long as the date being entered has not passed.*

19. If I am part of a team using the same survey for a repeat program with a different audience, how should the survey data be entered?

*The process has changed from previous years. Educators in different counties who deliver the same program and evaluate it using the same survey can now aggregate all of the survey data through a cohort process. A “lead” educator is in charge of creating the survey used by all educators in the cohort. As the lead educator is creating the survey, any additional educators that will be a part of the cohort will be added to the cohort via the Program Details (Update Survey Properties). The non-lead educators will automatically receive a copy of the survey for the cohort program in their Survey Builder account (see page 20).*

20. How do I save a copy of my survey to a location outside of Survey Builder, such as to a flash drive or my computer?

*There are two ways you can save your survey:*

- **Print** the survey; choose the **Change** button to change the printer name; a dialog box will appear with the list of printers available to choose from; click on **Save as PDF**; follow the prompts then to name the file, etc.
- **Print** the survey; choose the **Change** button to change the printer name; a dialog box will appear with the list of printers available to choose from; click on **Adobe PDF**; click on **Print**; follow the prompts.

21. What happens to the participant data entered into Survey Builder?

*At the end of the program year all data entered into Survey Builder is aggregated for statewide analysis. An impact statement is written and available for educators to share with stakeholders. Customized reports can be created by county, educator, cohort or program title. The report can be shared with local stakeholders to highlight the impact of programs delivered and demonstrate the value of HHS Extension programs.*

22. When participants select more than one choice for the race/ethnicity demographic question, how will this be reflected in the reports created by educators?

*The response options listed in the educator report are such that participants could select all that apply for this question. The report is only a reflection of the true responses selected. No responses have been aggregated.*

23. How may participants access Survey Builder via text message?

*The educator is responsible for providing the SMS information from their Survey Builder page (see Sharing a Survey via SMS (Electronic Survey Completion) on page 15 for instructions).*

24. Can participants complete the electronic survey at a later time?

*Participants must complete the electronic survey immediately following the program, just as they would the paper survey.*

25. What does “privacy” entail when explaining to participants about their use of the SMS texting feature for completing surveys?

*Because this is a single-transaction text message process, information is not retained by our system or HHS Extension when participants utilize their smartphones, tablets, or laptops.*

26. What virtual platform is recommended for program delivery?

*There are a variety of virtual platform options. Refer to the Virtual Instructions document provided within the Survey Builder website in the top left menu for suggestions.*

27. Am I able to shorten the survey URL?

*Yes, you can. The URL link that is generated for the survey can be quite long. It is suggested you use a service like Bitly (<https://bitly.com/>) to customize and shorten the URL (opening a free account will allow you to customize a name, i.e. – bit.ly/HHSExtFNCookPressure). Tip: Bitly links are cap sensitive. Consider making the program name all lowercase.*

28. Do electronic survey links expire?

*Yes. Electronic survey links expire at the end of the program year on May 31. It is recommended that you delete or update all expired survey links on power point slide decks, program recordings, Facebook Live posts, and any other places where the survey links were shared.*

## Appendix

### Complete List of Objectives and Questions

#### Knowledge Objectives and Questions

Educators may choose questions from this list. The response options for these questions follow a Likert scale of strongly disagree to strongly agree, including a 'Not Applicable' response.

Objective: The learner indicates increased knowledge in **DIET QUALITY**.

- I know at least one way to reduce sodium/salt in my diet.
- I know at least one way to reduce added sugar in my diet.
- I know at least one way to reduce saturated fat in my diet.
- I know how to select whole grain foods.
- I know examples of high-protein foods that are lean (lower in fat).
- I know how to add foods high in antioxidants, such as colorful fruits, vegetables, nuts and seeds, into my diet.
- I know why it is important to eat healthy foods instead of relying on supplements to meet nutritional requirements.
- I understand how my food choices affect my health.
- I understand how to avoid oversized portions.
- I know how to read a nutrition label to tell if a food is a healthy choice.
- I know how to identify a healthy eating pattern.

Objective: The learner indicates increased knowledge in **FOOD SAFETY**.

- I know how to properly wash my hands to keep me healthy.
- I know how to follow safe food handling practices (clean, separate, cook, and chill) to prevent foodborne illness.

Objective: The learner indicates increased knowledge in **FOOD SELECTION/PREPARATION**.

- I know how to make healthy food choices when shopping in the grocery store.

Objective: The learner indicates increased knowledge in **ENVIRONMENTAL HEALTH**.

- I know how to make changes to my home environment that will improve my health.

Objective: The learner indicates increased knowledge in **PHYSICAL HEALTH**.

- I know how to increase my physical activity.
- I know how to reduce barriers to being physically active.
- I know how to improve my strength, balance and/or flexibility.
- I know how to make changes that will improve my physical health.
- I know how to get the support I need to be more physically active.
- I understand how to balance my caloric intake with physical activity to maintain a healthy weight.
- I know how much sleep is needed to stay healthy.
- I understand the dangers of substance abuse (alcohol, tobacco, or drugs).
- I know how to talk to my healthcare provider about my health concerns.



- I know how to reduce my risk of developing a chronic disease.
- I know how to locate community resources that will help improve my health.

Objective: The learner indicates increased knowledge in **MENTAL/EMOTIONAL HEALTH**.

- I know how to reduce stress.
- I know what causes stress.
- I know how to make changes that will improve my mental and/or emotional health.
- I understand the importance of using self-care activities (relaxing, going for a walk, calling a friend, etc.) to improve my overall health.
- I understand difficult situations will happen, but how I respond to those situations will influence my own stress.

Objective: The learner indicates increased knowledge in **RELATIONSHIPS/SOCIAL HEALTH**.

- I understand the importance of valuing the differences in others.
- I understand the qualities of a healthy relationship.
- I know how to create positive experiences with others.
- I know how to use positive communication skills with others.

Objective: The learner indicates increased knowledge in **AGING PROCESS**.

- I understand the aging process.
- I understand the physical changes that occur as a result of aging.
- I know the importance of social connections as we age.
- I understand how to prevent falls.
- I know ways to stay healthy and active as I age.
- I know how to talk with my health care provider about aging well.
- I know how to manage my medications.

Objective: The learner indicates increased knowledge in **PARENTING/CAREGIVING SKILLS**.

- I know ways to improve my parenting/caregiving skills.
- I know how to teach children to recognize and label their feelings.
- I know ways to handle difficult situations with children.
- I know how to select age-appropriate toys and media.
- I understand the importance of reading to young children.
- I understand the importance of having family meals together
- I know safe sleep practices for my baby.

Objective: The learner indicates increased knowledge in **FINANCIAL EMPOWERMENT**.

- I understand that financial goals should be specific, measurable, attainable, relevant to the situation, and have a set period of time (SMART).
- I know one way to improve my credit score is to pay all bills on time.
- I know individuals can receive a free copy of their credit report from each credit reporting agency annually.
- I know at least one way to improve my credit score.
- I know an individual must consider his/her monthly income, expenses, and debts when borrowing money.

- I understand the consequences of not having a will.
- I understand what will happen to my belongings if I do not have a will.
- I understand the importance of having advanced directives.
- I understand the importance of having a spending/savings plan.
- I know how to create a spending/savings plan.
- I know how to follow a spending/savings plan.
- I know the difference between needs and wants.
- I know at least two ways to reduce spending.
- I know how to organize my important papers.

Objective: The learner indicates increased knowledge in **RISK MANAGEMENT**.

- I know that phishing is a form of fraud used to steal consumers' identity.
- I know what I need to do to prepare for an emergency.
- I know how to prevent identity theft.
- I know how to place a credit freeze on my account.

### *Intended Behavior Objectives and Questions*

*Educators may choose questions from this list. The response options are yes or no.*

Objective: The learner intends to improve their **DIET QUALITY**.

- I plan to drink low-fat (1%) or non-fat (skim) milk.
- I intend to follow a healthy eating pattern.
- I plan to eat more than one kind of fruit each day.
- I plan to eat more than one kind of vegetable each day.
- I intend to drink more water instead of sugary drinks (such as: energy drinks, soft drinks, sweet tea, or juice drinks).
- I plan to make at least half of my grains whole grains.
- I intend to reduce my sugar intake.
- I plan to eat a variety of protein foods.
- I plan to make half of my plate fruits and vegetables.
- I plan to make small changes to build my healthy eating style.
- I plan to eat more foods high in antioxidants, such as colorful fruits, vegetables, nuts and seeds.
- I plan to eat healthy foods instead of relying on supplements to meet nutritional requirements.
- I plan on reading nutrition labels to tell if a food is a healthy choice.
- I intend to choose smaller portions to stay within my calorie needs.
- I intend to eat foods that are lower in sodium/salt.
- I intend to eat foods and drink beverages that are lower in added sugar.
- I intend to eat foods that are lower in saturated fat.

Objective: The learner intends to improve their **FOOD SAFETY**.

- I plan to follow safe food handling practices: clean, separate, cook, and chill.
- I intend to use a food thermometer when cooking and reheating food.
- I intend to properly wash my hands before handling food and during cooking.

Objective: The learner intends to improve their **FOOD SELECTION/PREPARATION**.

- I plan to order healthy foods the next time I eat at a restaurant or order take-out.
- I plan to grill, steam, or bake rather than fry the foods I eat.
- I plan to involve my child/children when choosing and preparing healthy meals and snacks.

Objective: The learner intends to improve their **ENVIRONMENTAL HEALTH**.

- I plan to make changes in my home environment to reduce my risk of falling.

Objective: The learner intends to improve their **PHYSICAL HEALTH**.

- I plan to review my medications and/or supplements with my healthcare provider.
- I intend to make a change to improve my health.
- I intend to improve my sleep habits.
- I plan to increase my level of physical activity.
- I plan to do activities to increase my strength, balance and/or flexibility.
- I plan to talk with my family about the dangers of substance abuse.
- I plan to talk with my healthcare provider about my risk for chronic diseases.

Objective: The learner intends to improve their **MENTAL/EMOTIONAL HEALTH**.

- I plan to practice ways to reduce my stress.
- I plan to better manage my self-care practices (relaxing, going for a walk, calling a friend, etc.).
- I intend to manage stress in positive ways.
- I intend to reduce stressful situations for my children.
- I intend to take time out each day for self-affirmation and reflection.
- I intend to make goals to improve my well-being.

Objective: The learner intends to improve their **RELATIONSHIPS/SOCIAL HEALTH**.

- I plan to engage in more social activities to increase my connection to others.
- I plan to eat more meals together as a family.
- I intend to spend time discussing one or more goals for our family.
- I intend to seek out relationships that do not mentally, emotionally, or physically abuse me.
- I intend to use more positive communication skills within my family.
- I plan on having meaningful conversations with family members.
- I intend to model/demonstrate positive ways to respond to emotions and/or feelings.

Objective: The learner intends to improve their **PARENTING/CAREGIVING SKILLS**.

- I intend to use positive strategies to help children learn self-control.
- I intend to observe and pay attention to young children to better understand what they need.
- I intend to verbally identify emotions and/or feelings young children are experiencing to help children understand emotional self-awareness.
- I intend to assist children in expressing emotions and/or feelings to others.
- I intend to teach children how to handle stress in positive ways.
- I intend to look at each child as different (unique) and thus, have differing expectations for each of them.
- I intend to implement the strategies I have learned in order to form a healthy attachment with my child/infant.

- I intend to limit the amount of screen time (TV, tablet, computer, mobile devices, etc.) children are exposed to daily.
- I plan to place the baby in their own bed to sleep.
- I plan to keep blankets, pillows, and toys out of the baby's bed
- I intend to ask people not to smoke around the baby.

Objective: The learner intends to improve their **FINANCIAL EMPOWERMENT**.

- I plan to save money for emergencies.
- I intend to improve my credit score by paying all of my bills on time.
- I plan to compare prices of food items before buying them.
- I plan to write or update my will.
- I intend to develop a spending/savings plan for my finances.
- I intend to reduce my spending.
- I intend to make saving a priority by paying myself first
- I intend to organize my important papers.

Objective: The learner intends to improve their **RISK MANAGEMENT**.

- I intend to take steps to protect my identity
- I intend to request a free copy of my credit report annually.

### Core Questions

*These questions appear on every survey. Response options are yes or no.*

- I learned information that I will share with others.
- I learned information that will improve my life in a positive way.

### Demographic Questions

*These questions appear on every survey and have check boxes next to each response option.*

1. What is your race/ethnicity? (select all that apply)
  - a. Hispanic, Latino, Latinx, or Spanish
  - b. Middle Eastern or North African
  - c. White
  - d. Black or African American
  - e. Asian
  - f. American Indian or Alaska Native
  - g. Native Hawaiian or Other Pacific Islander
  - h. Some other race, ethnicity, or origin
  - i. I don't know, or I prefer not to answer
2. Which best describes your gender?
  - a. Female
  - b. Male
  - c. Non-Binary
  - d. Other
  - e. Prefer not to answer

### Open Question

*This question appears on every survey. A space is provided to allow participants to write a response.*

Please share an example of how this program made (or will make) a difference to you.