

Instructions for using XLS Data Entry Spreadsheet for Incredible Beginnings Program Workshop Satisfaction Questionnaire (January 2020)

Data Entry

1. Open XIS file: Incredible Beginnings Satisfaction Data Entry Form.
2. Top half of file with green shading is data entry section.
3. Enter each teacher's data in one column (Teacher 1, Teacher 2, etc...). You can enter up to 50 teachers. Please contact us if you need to enter more and don't know how to modify spreadsheet.
4. If a teacher skipped an item, leave that cell blank.
5. Do not type anything into column AZ (Average of Teachers Entered). This is a summary column that is tabulating your results.
6. Enter responses for as many teachers as you want

Summary Scores

1. Scroll down page to yellow boxes
2. These are the averages of all the answers from your teachers
3. Bold rows represent an average of responses from the cluster of items below
4. Non-bold rows show the average of teacher responses for each individual item.
5. Range is 1-7 on all items (7 indicated high satisfaction)
6. It may be useful to look at the summary scores to see overall levels of satisfaction and then to notice whether particular items are unusually low or high.

Narrative Responses

There are spaces on the questionnaire for parents to record narrative responses. Group leaders may enter those into the lines in the bottom of the spreadsheet (below summary scores). Qualitative feedback from parents provides a rich picture of their experience in the group and is often important to share with key stakeholders. Group leaders may find that it is easier to input these answers in to a Word document or other format.