



Survey

Topic: Welcoming Climate

Surveys are a method of gathering information from individuals. Surveys can be done in various formats:

- Printed questionnaire
- over the telephone
- by mail, in person
- electronically

Everyone who takes the survey is asked the same questions in the same way. All the answers are combined to show a general trends about the questions asked.

Surveys can use variety of different questions. We will practice using 3 type of survey questions: multiple choice, short answer, and linear scale.

- **Multiple choice** questions gives a selection of answers to choose from. (Ex: How many people work in your school's main office? a.) 0 b.) 1-2 c.) 3-4 d.) more than 4 e.) don't know
- **Short answer** lets people write their own answers to the question. (Ex: What is your favorite area of the school? Why? Answer: My favorite area is the main lobby where the school post pictures of students. I like looking for pictures of me and my friends.)
- **Linear scale** is a rating about how people feel about a topic. Answers are rated on a number scale such as 1-5, 0-10, etc. (Ex: How difficult is it to use the internet at your school? 0-don't know; 1-very difficult; 2- a little difficult; 3-not too difficult; 4-pretty easy; 5-very easy)



Survey

Topic: Welcoming Climate

Write your own questions!

Think of one multiple choice, one short answer, and one linear scale question you would like to ask your classmates about how they feel treated by the people who work at your school, the school building, and surrounding area.

1. Multiple

Choice: _____

(answer choices) _____

1. Short

Answer: _____

1. Linear

Scale: _____

(scale key) _____



Creating a Google Form

1. Go to docs.google.com/forms, then either choose a template or start a blank form. There's also a link to Google Forms in Docs, Sheets, and Slides: click *File -> New -> Form* to start a new blank form. Or, in Google Sheets, click *Tools -> Create a Form* to start a blank new form that's automatically linked to that spreadsheet. That's the quickest way to get data into a new or existing spreadsheet: open the spreadsheet where you want the data, start a form, and the form responses will automatically be saved there without any extra clicks.

The screenshot shows a Google Sheet titled 'Testsheet'. The 'Tools' menu is open, and 'Create a form' is the first option. Other options include 'Script editor...', 'Spelling...', 'Enable autocomplete' (checked), 'Notification rules...', 'Protect sheet...', and 'Outline everything private tasks'. The spreadsheet content includes a table with columns A, B, and C. Row 1 has 'Name' in column B. Row 3 has 'Task Lists' in column A. Rows 4-7 list various apps with their pricing and a checkmark in column C.

	A	B	C
1		Name	
2			
3	Task Lists		
4			App: ASANA
5			App: DAPUI
6			App: INSIGH
7			App: TOODLED

	E	F	G
	or:	Pricing from:	Centralized Da
	rs	\$5/mo./user	✓
	ogress wit	\$25/mo. for 5 us	✓
	s	\$12/mo./user	✓
		\$14.99/yr./user	✓



Creating a Google Form Instructions

A screenshot of the Google Forms editor interface. The top bar is purple and contains a back arrow, the text 'Untitled form', and icons for themes, questions, preview, settings, a 'SEND' button, and a user profile. The main area is white and shows the 'QUESTIONS' tab. It includes a title 'Untitled form', a 'Form description' field, and a question titled 'Untitled Question' with a 'Multiple choice' type. The question has two options: 'Option 1' and 'Add option or ADD "OTHER"'. At the bottom of the question card are icons for duplicating, deleting, and a 'Required' toggle switch. A vertical toolbar on the right side of the question card contains icons for adding new questions, text, images, videos, and sections. A help icon (?) is in the bottom right corner of the editor area.



Creating a Google Form

Instructions

The Forms editor is straightforward.

Your form fills the center of the screen, with space for a title and description followed by form fields. Click a form field to edit it and add a question.

Use the dropdown box next to the field to choose the field type, such as multiple choice, checkboxes, short answer, and so on.

Google Forms offers several settings options. The floating toolbar on the right lets you add more form fields.

On the top right menu you can change the form's color scheme, preview the form, use the *Send* button to share the form, and access other extra options, including installing add-ons for Forms.

Switch from the Questions tab to the *Responses* tab in your form editor to see current responses to your form and link it to a spreadsheet.

All you need to do is add your questions and send the form out, so let's look at the form options and what you can do with each.



Creating a Google Form Instructions

Google Forms Field Options

A screenshot of the Google Forms editor interface. The top bar is purple with 'QUESTIONS' and 'RESPONSES' tabs. The main area shows a 'Form description' field and an 'Untitled Question' field. The 'Untitled Question' field has two radio button options: 'Option 1' and 'Add option or ADD "OTHER"'. A menu is open on the right, showing various question types: Short answer, Paragraph, Multiple choice (selected), Checkboxes, Dropdown, Linear scale, Multiple choice grid, Date, and Time. A vertical toolbar on the far right contains icons for adding, text, image, video, and a list.



Creating a Google Form Instructions

Google Forms includes 12 field types: 9 question types, along with text, photo, and video fields. Just click the + icon in the right sidebar to add a new question, or click the text, photo, or video icons to add media to your form.

Each field includes a copy button to duplicate the field, for a simple way to add similar questions to your form.

There's also a delete button, options to make the field required, and a menu with extra options on the right side.

You can switch question types at any time, though do note that your field settings and questions will reset if you switch from multiple choice, checkbox, or menu to any of the other question types.

And, to quickly fill in questions in fields, just press enter to start adding another one.

Quick Tip: Accidentally remove a form element

or add one too many? Just tap CMD + Z or Ctrl + Z to undo, just as you would in a document.



Focus Group

Topic: School Climate

A focus group is a method of gathering ideas from a group of people at the same time. The facilitator (person leading the group) asks questions, and other people tell them answers. This is helpful if you are interested about how a particular group of people feel about a given subject. Knowing how to take notes and facilitate (lead a conversation with a group of people) is very important.

In your group you will have one note taker, one facilitator, and everyone else will answer the following questions.

Guidelines:

- Type all the questions ahead of time for the facilitator, notetaker, and participants to read during the conversation
- Notetaker needs to write down as much as they can. They can ask people to repeat what was said or ask questions if they don't fully understand the message.
- Facilitator needs to focus on one question at a time. If people speak off topic, ask them to connect their response to the question.
- It is very important everyone in the group shares some thoughts or ideas.
- It's ok to give people time to think about their response, but make sure you get through all your questions.

Components of a Good Focus Group Script

It's important to keep your script flowing in a way that makes logical sense.

- **Introduction** – introduce yourself. Thank people for coming! Explain the purpose for conducting the focus group and what your goals are. Describe how the meeting will proceed and how participants can contribute.
- **Ice Breaker** – set the tone by asking an easy question to help participants get to know each other, such as asking their names and what association and/or company they are with.
- **Main and transition questions** – begin asking the questions you have prepared, keeping the discussion flowing based on topic.
- **Wrap up** – thank participants for attending, participating and being engaged.



Focus Group

Topic: School Climate

Now you practice!

Identify who will take on the following roles:

Notetaker:

Facilitator:

Focus Group Participants:

Create a script to facilitate a focus group to find out how students feel about the school climate - safety, bullying, connections to adults.

Introduction –

Ice Breaker –

Main and transition questions –

- What are some ways your school tries to stop bullying?
- Do you feel safe at school? Why or why not?
- Is there an adult at school students can talk to if they are going through problems in their life?

Wrap up –



Interview

Topic: Academics and Achievements

An interview is similar to a conversation between two people, except only one person is asking questions and the other person is giving answers.

- The person asking questions must take notes to gather all the information. It's a good idea to record the conversation so you can listen to what was said again.
- Interviews are good for providing detailed information.

If you want to know about specific examples or personal stories, you should conduct an interview. The best way to get detailed information in an interview is to ask follow up questions.

Follow up questions, are questions you ask after you asked your main question to get more detailed information. **Here are examples of follow up questions:**

- *Really? Can you tell me more about that?*
- *Why do you think that happened?*
- *Who is...(if someone mentioned a person you are not familiar with)*
- *What is...(if someone mentioned a thing or event you are not familiar with)*
- *Try coming up with your own follow up question using the words why or how 😊*



Interview

Topic: Academics and Achievements

Now you practice!

- Find a partner in your group—if there is an odd number its ok to have a group of three.
- You and your partner(s) will take turns interviewing each other.
- After asking your partner each question below, remember to ask your partner(s) a follow-up question to gather more detail. Lastly, take notes of your partner(s) response.

Interview Questions:

1. *If you could create or come up with your own program at school or in YEP to help you get to the career of your dreams, what would it look like? How would your creation help your peers and yourself to prepare for your future?*
2. *What is one thing a teacher or YEP staff has done to help you with your literacy (reading and writing) skills that you really enjoyed or took benefit from?*
3. *How many students were in the largest class during school or YEP activity you've ever been in? How many students were in the smallest class or YEP activity you've ever been in? Would you prefer a larger number students or less?*

Be sure to switch roles with your partner(s), so everyone in your group has a chance to be interviewed and they're opinions heard.





PhotoVoice

Topic: Engagement

Photovoice is a method of capturing information about the people and environment around without having to ask questions. Using a camera, you can take pictures and observe what is happening around you. It is important to be able to explain why each picture is important, so don't just take random pictures. The pictures need to be interesting and fun to look at. Here are some tips for using a camera:

- **Lighting**—be sure to have good lighting so the subjects in your pictures can be seen easily. Try to avoid having shadows in your pictures. A good way to do this is to have the sun (or your main light source) at your back when you take a picture. Shadows can be interesting if they are interacting with your subjects in a way that represent something to you.
- **Composition**—this is how you arrange objects in your photo. Try to create a “frame” around the subject in your photo. This means pay attention to what is happening on the sides and in the corners of your picture. If there are other things happening in your picture that you don't want in it, try to remove it or find a different angle to take the picture.
- **Point-of-view**—the way you hold your camera and the distance between you and the subject can make very different pictures
 - Wide angle: stand far away from your subject. This will allow you to capture what is happening in the background
 - Close up: stand close to your subject. This will allow you to capture more detail
 - Birds-eye-view: stand over your subject and take the picture looking down. This will make your subject seem small.
 - Worms-eye-view: lay down next to your subject and take the picture looking up. This will make your subject seem big.



PhotoVoice

Topic: Engagement

Tip Sheet/Examples:

Lighting—>



Composition—>

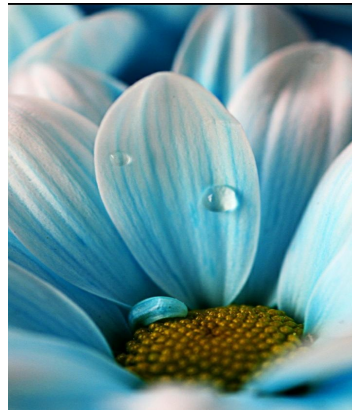


Point-of-view—the way you hold your camera and the distance between you and the subject can make very different pictures

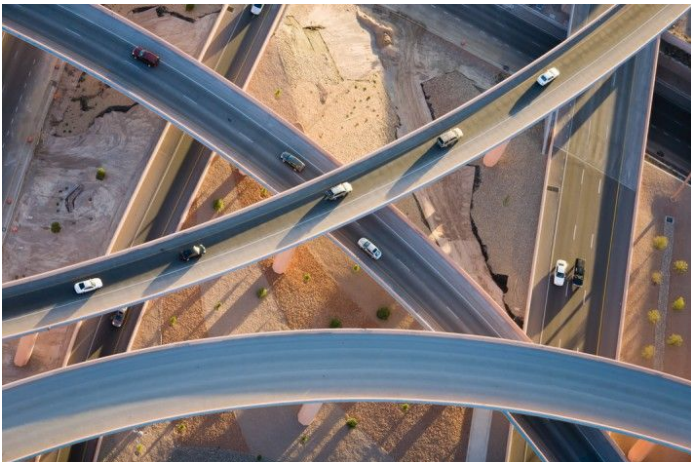
Wide angle:



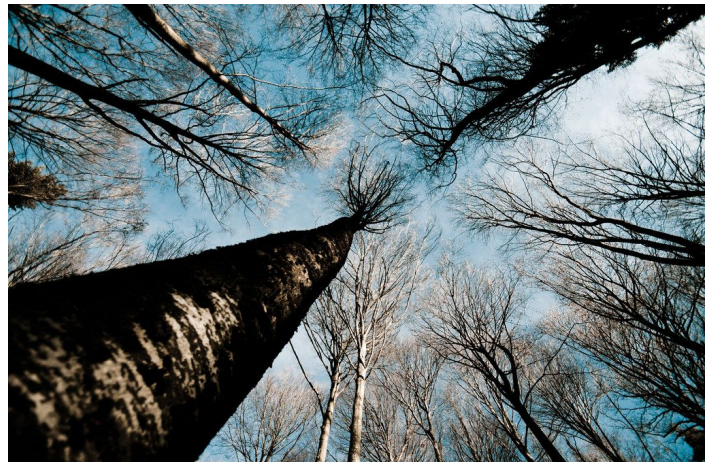
Close up:



Birds-eye-view:



Worms-eye-view:





PhotoVoice

Topic: Engagement

Now you try it!

Instructions:

1. Write your name on a piece of blank paper in big, bold letters
2. Choose an iPad
3. The first picture you take must be of you holding your name (ask someone in your group to take your picture)
4. Walk around the room and take three pictures that represent the Student Ambassador Program or the Youth Advisory Committee, or ways students and their families can engage in their school community
5. Write an explanation for each of the pictures.



PhotoVoice

1. Name _____

1. School _____

1.) _____

2.) _____

3.) _____

