

EE21 Online Survey Guidance

Thanks for participating in our network. We hope that EE21 is a useful reflection tool for students, and that organizations will find the data reports useful in informing future program designs.

Here are some guidelines for administering the survey:

1. The survey needs to be taken as soon as possible after the program ends (ideally right after the program, always within 48 hours). Variability in time after the program can lead to different reported outcomes, so keeping the timing consistent will be useful in getting the best data possible.
2. Students in grade 4 or below who accidentally get the link or try to take the survey will be quickly sent to the end of the survey after they indicate their grade level. This way, their data will not be used when we report data summaries to you.
3. Please read this information to students at the beginning of the program if the teacher or group leader has agreed to allow recording, and cameras will be on:

Some university researchers are interested in finding out how we teach online, and what students think about our online programs. This session will be recorded and viewed by university students and professors. They are watching me/us to see how I/we teach about this topic. We hope you will all keep your cameras on, but if you prefer not to be seen, its ok to turn your video off. You can also change your name so that it does not appear in the recording.

At the end of the program, say:

We want to know what you learned and thought about this program. Your opinions matter to us! If you are a student in fifth grade or older, please copy and paste this link into your computer, and answer some questions that will help you reflect on your learning experience and give us feedback on our program. We would love to have everyone who participated in the program answer these questions. There is also a Spanish language version of the survey (share Spanish version). Choose the survey version that is easiest for your to understand.

Thank you very much for participating in our program today!

Then, copy and paste the link to your program survey in the zoom chat, on a slide, or in a similar place where all students can see it copy/ click on it to begin the survey.

4. If working with teachers, either explain the network in your own words, or use this language if it's helpful:

We are part of a collaborative, evidence-based learning network, working with other environmental educators to understand students' experiences in online EE programs. We would like to ask your students to reflect on their learning through an online survey at the end of the program. The data will be analyzed by researchers at Virginia Tech, who have received permission from their Institutional Review Board to conduct this study.

5. When feasible, use the survey for groups of students rather than individuals who attend the program independent of school or other educational settings. The survey may also be useful for large groups of individuals attending an open program together.
6. Each time you are planning to administer the survey, let Eileen know the date and time of the program, and send a link or invitation to the program when it's feasible. For programs that only run a few times, please try to collect data from all participants. For programs that run many times, please collect data from at least 10 groups that represent the range of diverse groups and individuals who attend your programs. When considering which days to use the survey, also keep in mind the variability of instructors within a program, and try to include as much of that variability as possible.
7. There is a spreadsheet for tracking program participants that is unique to your organization. Check with Eileen if you haven't been invited or can't open that document, or if you'd like for her to add names of others who can edit too.
8. Our goal is to get as much useful data as possible from a broad range of participants who attend your programs. Plan to collect data from all groups. Document all participants, including those who do not take the survey and the reason why they did not (e.g. firewall blocked participation, teacher ran out of time and did not follow through, etc.).