

COOKING MATTERS e-SURVEY TABLET CHECKLIST

Pre Class Steps/Prep:

- ☐ Check tablet batteries and charge tablets if needed (before class)
- ☐ Pack tablets, attendance sheet, course code and paper surveys/pens (just in case....)

First Class:

- ☐ Open appropriate "Pre" course e-Survey on each tablet when you get to class
- ☐ Enter unique identifiers: Course Code (**always starts with C and is followed by 6 numbers**) and Zip Code (**use course location zip code for all participants**)
- ☐ Ask participant their initials; enter initials in the e-Survey and on attendance sheet
- ☐ Select "Next," Provide tablet and allow participant to complete "Pre" course e-Survey

After First Class

- ☐ Upload e-Surveys from all tablets used in class (see below for instructions)
- ☐ Charge tablets if needed; then turn them off

Last Class:

- ☐ Open appropriate "Post" course e-Survey on each tablet when you get to class
- ☐ Enter unique identifiers: Course Code, Zip Code and Participant Initials
- ☐ Provide participants with appropriate tablet based on the initials entered and allow participant to complete "Post" course e-Survey

After Last Class:

- ☐ Upload e-Surveys from all tablets used in class
- ☐ Charge tablets if needed; then turn them off

FRIENDLY REMINDERS

- Always use the same participant initials for the Pre and Post e-Survey. Initials must be at least 2 letters and not more than 5 letters; they are NOT case sensitive
- Always use the course location zip code for the Pre and Post e-Survey
- Surveys should be uploaded within 48 hours of completing the first and last class
- If a participant starts a course at second class they must complete a survey at that class. If a paper survey is completed it must be entered manually via tablet or web link.
- Do NOT leave tablets in your vehicle overnight especially in the cold/hot weather
- Email Denise Gaudette with any issues or questions: dgaudette@gsfb.org

How to Open the e-Survey Link on a Tablet

- Turn on tablet
- Open Qualtrics application from the tablet home screen
- Open appropriate "Pre" or "Post" e-Survey for the course

How to Upload e-Surveys After Class

- Once tablet is connected to the internet open the Qualtrics application
- Open appropriate "Pre" or "Post" e-Survey for the course
- Select Upload Responses
- Repeat these steps for all tablets used in class to complete the e-Survey

e-Survey Web Links

Pre Survey Links

Cooking Matters for Adults/Parents **pre** survey link:

<http://cookingmatters.org/presurvey>

Cooking Matters for Families **pre** survey link:

<http://cookingmatters.org/presurvey-CMF>

Cooking Matters for Families EXTRA Child **pre** survey Link

<http://cookingmatters.org/presurvey-cmf-extra>

Post Survey Links

Cooking Matters for Adults/Parents **post** survey link:

<http://cookingmatters.org/postsurvey>

Cooking Matters for Families **post** survey link:

<http://cookingmatters.org/postsurvey-cmf>

Cooking Matters for Families EXTRA Child **post** survey link:

<http://cookingmatters.org/postsurvey-cmf-extra>

Cooking Matters at the Store Survey Link:

<http://cookingmatters.org/toursurvey>

Common Tablet Issues/ Fixes:

| Issue | Fix |
|--|--|
| I do not have a course code | Submit a scheduling form |
| Parental control password needed | Password: GSFB1234 |
| "Your licensing agreement has expired" | Connect the tablet to the internet and the issue should resolve on it is own |
| | |