

Teaching Assistant Instructions:

1. Print enough copies on colored paper of the ATTENDEE COURSE EVALUATION form for the class size if there are not enough forms in the TA Box or in the prepared box of handouts labeled for your class from the Start-of-the-Season work session for live classes. Rachel Humpert will print more Forms or handouts if you need them.

Rachel.humpert@oregonstate.edu 541-548-6088.

2. Print out one copy of this CLASS EVALUATION INSTRUCTIONS AND TALLY WORKSHEET if there are none in the TA Box.

3. Fill in the Class Identification Data.

4. Use the hash tag tally method to mark how many of each rating was given for each question. It helps to put a check mark in the upper right corner of each attendee's evaluation when you have completed the 'hash-tag tally' portion for that person in this worksheet tally.

5. Wait to add the handwritten notes until you finish the report in the electronic file of the COURSE EVALUATION FINAL REPORT which can be found on the FORMS Tab in the Members area of the GOCOMGA.com website. You can work with this form from your computer or from your phone.

6. Open an electronic copy of the CLASS EVALUATION FINAL REPORT and transfer the class identification data to that file.

7. Insert into the Final Report just the totals from this Tally Worksheet for the number of ratings tallied for each question in each category.

8. The comments people write must be captured VERBATIM into the comments block. Separate each comment by a semicolon (;)

When you have completed the comments from an attendee form, cross off the check mark in the upper right corner. When all the data from a form has been captured from a student's CLASS EVALUATION FORM, it will have an x in the upper right-hand corner.

9. Calculate the Weighted Overall Average:

a. Multiply the total number of responses for each rating in the Overall Average section

b. Add up each of those answers.

c. Divide that Sum by the number of evaluations.

d. For Example: If 10 people responded to the Overall Average question with 6 people at 5, 4 people at 4, and 1 person at 2. The calculation would be $(6 \times 5) + (4 \times 4) + (1 \times 2) = 48$. Then $48/10 = 4.8$ overall weighted average.

Show your work on the Final Report.

CLASS EVALUATION INSTRUCTIONS AND TALLY WORKSHEET and Web Report **(BETA TEST)**.

10. The CLASS EVALUATION FINAL REPORT will send electronically to communityed@gocomga.com. You can also print each page of this 2-page online report separately. There is no way to print the two-page report as one document. Place the printed report, attendance sheets, Waitlist, Sign In sheet, all the individual, colored CLASS EVALUATION sheets, and this tally in the mailbox for the VP in the Plant Clinic. The files will be reviewed and stored. If you want to print a copy for yourself, you will need to print each of the two pages separately.

11. The ATTENDANCE and SALES REPORT has input fields for Registrations, Attendees, No Shows, Wait List, Attendees from Wait List, and Walk Ins. All the ways we need to analyze attendance. It also allows us to have a backup tracking of the sales of soil thermometers, row cover, and row cover clips. It also will send electronically to communityed@gocomga.com when you are done. Print a copy to submit with the stack of paper forms.

12. The hard copies should be returned as soon as possible after the class to the mailbox for the VP of Community Ed in the Plant Clinic.

THANK YOU! The information from our attendees helps us plan what and how we will teach in the community. It is VERY important to our Mission. Amy Jo is also required to report the VERBATUM comments students gave for what they learned from our class that will change the way they garden.

CLASS EVALUATION INSTRUCTIONS AND TALLY WORKSHEET and Web Report **(BETA TEST)**.

DATE _____ LOCATION _____ CLASS TITLE _____ INSTRUCTOR(S) _____
TA'S _____

RATING TALLY	1	2	3	4	5
QUESTION					
Were the facilities adequate?					
TOTALs FACILITIESs					
Was the instructor clear in the delivery of this class?					
TOTALs INSTRUCTOR					
Were the visual aids appropriate for the topic?					
TOTALs VISUAL AIDS					
Were the handouts useful?					
TOTALs HANDOUTS USEFUL					
Did the instructor respond to questions?					
TOTALs RESPOND TO QUESTIONS					
Was there enough time for discussion?					
TOTALs TIME FOR DISCUSSION					
Was the date and time of this class convenient for you?					
TOTALs CONVENIENCE					
OVERALL AVERAGE RATING FOR THIS CLASS?					

Calculate the Weighted Overall Average for this class:

CLASS EVALUATION INSTRUCTIONS AND TALLY WORKSHEET and Web Report **(BETA TEST)**.

HOW DID YOU HEAR ABOUT THE CLASS?

ADVERTISING	TALLY	TOTAL
GOCOMGA.COM		
OSU Extension Service letter		
OSU Extension Service email		
OSU Extension Service website		
FaceBook		
The Spokesman		
Bend Bulletin print		
BendBulletin.com		
"GO" Magazine		
The Source - print		
TSweekly.com		
KPOV		
Other Radio		
KTVZ.com		
KTVZ-TV		
KBNZ-TV		
Friend or family		
Other: If so, list how they found out below:		

What is your gardening experience?	Beginner	Intermediate	Advanced	
TALLY				
TOTAL				

CLASS EVALUATION INSTRUCTIONS AND TALLY WORKSHEET and Web Report **(BETA TEST)**.

REGISTERED	ATTENDED AS REGISTERED	NO SHOWS	WAITLISTED AT CLASS TIME	ATTENDED FROM WAITLIST	ATTENDED AS A WALK-IN	TOTAL ATTENDED

SALES OF PRODUCTS	# SOLD	PRICE PER UNIT	TOTAL FUNDS
SOIL THERMOMETERS		\$5.00	
ROW COVER		\$10.00	
Row Cover Clips (10/pkg)		\$ TBD...	