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# Pre and Post Survey Tool Guide:

## How to Analyze Data

### Purpose

Comparing data from students’ pre and post-course surveys, this tool helps to measure the growth in students’ awareness and understanding of the general learning outcomes associated with the community engaged learning components of the course. With customizable statements the survey can be used in a variety of classes and settings.

### Description

At the beginning and at the end of the course, students are asked to fill out a pre-course survey consisting of the following 8 statements:

|  |  |
| --- | --- |
| **Q1** | I understand the role of in society |
| **Q2** | I understand the meaning of community engaged learning  |
| **Q3** | I understand the social issues that local communities are facing |
| **Q4** | I understand how [insert discipline] connects to local community issues. |
| **Q5** | I take responsibility for different aspects of my learning |
| **Q6** | People outside the university are co-teachers in my university education |
| **Q7** | I can articulate my values in relation to a social issue |
| **Q8** | I see community engagement as an important aspect of my learning in this course |

Students are asked to mark the degree to which they agree or disagree with each statement on a 1-5 scale, where 1 = strongly disagree; 2 = disagree; 3 = neutral; 4 = agree; 5 = strongly agree.

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### Process

#### Step1.

The first survey is to be distributed at the beginning of the course, preferably within the first week. After students complete the paper version of the survey, input the numerical responses into the excel spreadsheet using the template. The template is pre-programmed to support the creation of class-wide averages for each statement. For the purposes of visualization, each numerical value is also colour-coded. The excel file also has a tab to record qualitative data if any.

The final result will look like the sample below:

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Student ID** | **Q1** | **Q2** | **Q3** | **Q4** | **Q5** | **Q6** | **Q7** | **Q8** |
| 1 | 4 | 2 | 4 | 3 | 3 | 4 | 3 | 4 |
| 2 | 4 | 3 | 4 | 4 | 3 | 4 | 4 | 3 |
| 3 | 4 | 2 | 3 | 4 | 4 | 4 | 2 | 2 |
| 4 | 2 | 4 | 5 | 4 | 4 | 4 | 5 | 3 |
| **Average** | 3.5 | 2.8 | 4 | 3.8 | 3.5 | 4 | 3.5 | 3 |

#### Step 2.

During the final weeks of the course, the survey is administered a second time. This time, the students are given an option to add summative reflections about their learning. As before, quantitative and qualitative responses are to be input into the excel spreadsheet.

#### Step 3

After the data upload is complete, there are two options for the analysis of the data:

* Class averages can be compared per answer. This will reflect overall growth or decline in students’ learning.
* Each students’ answers can be compared individually. This will reflect individual growth of each learner.

Using excel visualization tools, the data can be presented in a chart format:

1. Select the data for which you want to create a chart.
2. Click INSERT Recommended Charts.
3. On the Recommended Charts tab, click the chart to see how your data will look.
4. When you find the chart you like, click OK.

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