

How to Evaluate CBIM

Guide to Survey Collection and Analysis Tool Use

Click the play button below for a video walk-through of this guide via the **Eval Demo Video!**

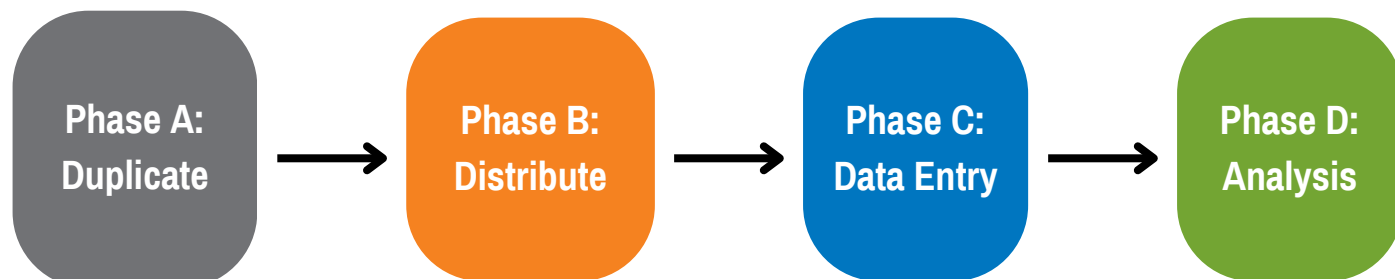


Looking for **Spanish** surveys + demo video? Go to the bottom of this guide.

This document covers the technical steps for distributing, collecting and analyzing evaluation materials. The athlete surveys are the primary focus of evaluation. The coach surveys are supplemental and can be implemented at your discretion.

- If you prefer to distribute HARD COPIES of the survey, those printable versions are located in the same Evaluation Toolkit Zip File. *Skip to Phase C, Step 8* for this method. *Note that you will have to manually complete multiple digital survey responses or directly input responses into the Analysis Tool.*
- If you DO NOT already have a Microsoft Office Account, you will need to create one in order to duplicate the surveys. Follow this link for instructions on creating a free account.

Evaluation Process Overview



Phase A

DUPLICATE the Digital Survey

First you must "duplicate" the master survey to create your own copy

1. **Begin by clicking the links below for each athlete pre and post season survey** (these are the same survey but are differentiated by pre and post for ease of analysis).
 - [Pre-Season for Athletes](#)
 - [Post-Season for Athletes](#)

Duplicate it

2. **Click the teal 'Duplicate it' button on the form.**

- Now you have your own version of the survey. You are able to change the title (Ex: School Name_Pre-Season_FALL2022) and directions, but NOT the questions or responses (this will prevent the analysis tool from working).
- Repeat the duplication process as many times as you like for each respective survey (Pre and Post), season, team, etc.

Phase B

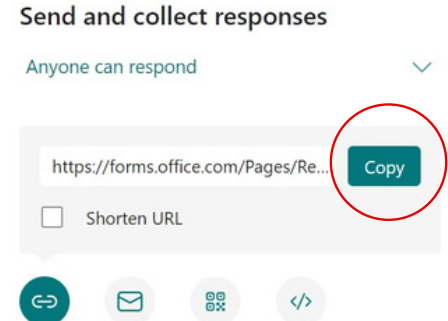
DISTRIBUTE the surveys

3. Click the teal “Collect Responses” button.

- This button might also say “Share” or “Send responses” depending on the Office version you have installed.

4. Copy and Share this link with athletes or coaches to fill out for Pre-season and later for Post-season. Responses will automatically be filtered into the form.

- Administer Pre-season survey before Coach plans to use Training Card 1 - “Respect, Integrity & Non-violence” and Post-season survey immediately after Training Card 12 - “Making a Pledge for Respect & Equity.”



Phase C

DATA ENTRY into Excel Analysis Tool

Note: If you chose to use hard copies of the surveys, skip to step 8.

5. Once you have completed collecting survey responses, click the subheading in your Pre-season digital survey marked “Responses.”

6. Click the green grid marked, “Open in Excel”

- You now have your own Excel sheet of the data.

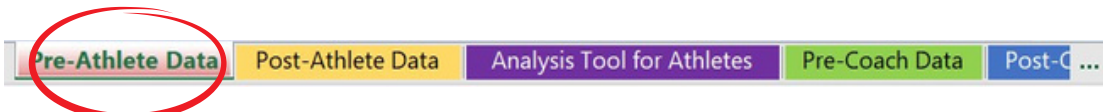
7. Select and COPY data in your generated Pre-season excel sheet starting from cell F2 (shown highlighted in yellow) going down each column and across each row until all data is highlighted . (Ignore Columns A-E and do not select headings.)

ID	Start time	Completion time	Email	Name	Being respectful to	Stopping kids from doing disr	Name calling or insulting ther	Telling them they're ugly or sta
1	7/26/22 8:47:04	7/26/22 8:49:29	anonymous		Yes, my coach talked to	No, my coach didn't talk to us abt	1 (not abusive)	1 (not abusive)
2	7/26/22 8:49:31	7/26/22 8:52:31	anonymous		No, my coach didn't tal	I wasn't involved in this group for	1 (not abusive)	3
3	7/26/22 8:52:33	7/26/22 8:55:14	anonymous		Yes, my coach talked to	Yes, my coach talked to us about	3	3
4	7/26/22 8:55:16	7/26/22 8:58:03	anonymous		Yes, my coach talked to	Yes, my coach talked to us about	4	2

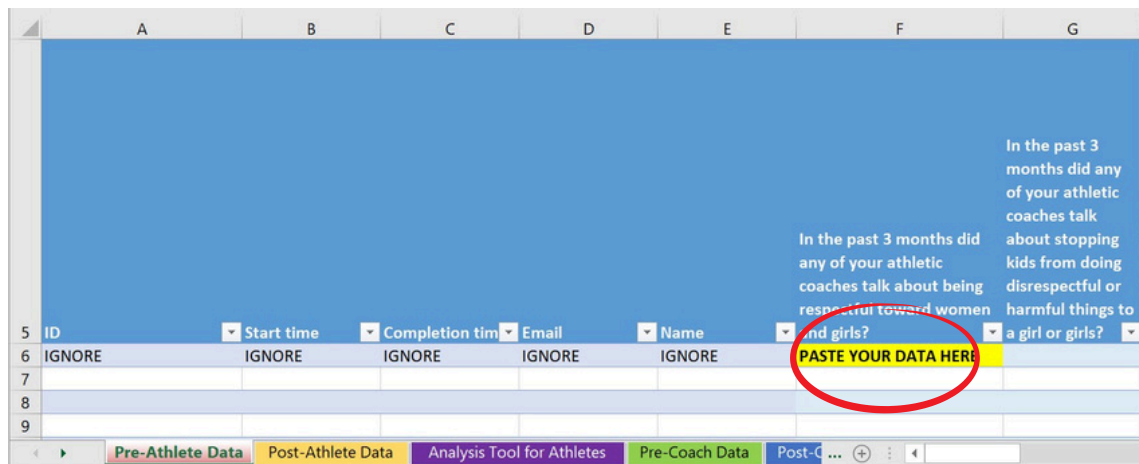
8. Open the *CBIM Analysis Tool* Excel file from the Eval Toolkit Zipfile.

- **NOTE:** You should generate a NEW copy of the tool for each group/implementation you are evaluating in order to maintain data integrity

9. Select the red "Pre-Athlete Data" Tab located towards the bottom of this sheet



10. Starting in the YELLOW "PASTE DATA HERE" cell (F6) PASTE/input your survey data



11. Once all your data has been inputted, click the green "Recode Data" button located in Column I of each pre/post tab.

! Troubleshooting: If you receive an error when trying to Recode Data, ensure that there are NO SPACES after the survey responses.

12. Repeat Steps 5-11 for your Post-Season Athlete Survey using the YELLOW "Post-Athlete Data" tab in the *CBIM Analysis Tool* Excel file.

Phase D

ANALYZE Your Data

13. Now go to the purple "Analysis Tool for Athletes" tab and follow its instructions.

- This tool makes a distinction between calculating "matched averages" and "unmatched averages." If you are interested in tracking **individual change** for each athlete or coach (retaining survey anonymity), be sure that your coaches and athletes complete their **personal identification codes** (the beginning of Page 1 if using hard-copy surveys OR the last 4 questions if using digital surveys) and use the same personal identification information during the pre-program survey and post-program survey. Then, you can calculate matched averages based on each individual's responses.
- If you are interested in the **group's average** responses before and after the program, not the change specific to a given individual, then program participants do not need to complete the personal identification code questions, and you can use the "calculate unmatched averages" button.

14. Reference color-coded boxes all the way to the right of the "Analysis Tool for Athletes/Coaches" sheet for how to draw conclusions for your mean scores.

Repeat the process as needed!

Links to other digital surveys

Links to Digital Coaches Surveys:

Pre-Season for Coaches

Post-Season for Coaches

The Pre-Season Coach survey should be distributed before the Coaches Clinic and the Post-Season Coach survey should be distributed after Training Card 12

Links to Digital Spanish Surveys:

Spanish Pre-Season for Athletes

Spanish Post-Season for Athletes

Spanish Pre-Season for Coaches

Spanish Post-Season for Coaches

[Link to SPANISH CAPTIONED Demo Video](#)

It is not required that you send us your evaluation results but we appreciate you sharing whatever you're able to!

**Please contact
coachescorner@futureswithoutviolence.org
with any questions about the evaluation process.**