Innovative Data Collection

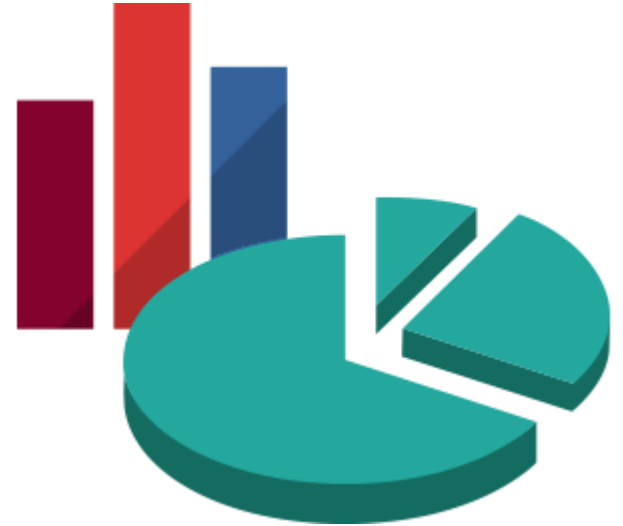## *Using Online Forms*

METIS

2019

Valerie Gilbert

MDE Literacy Coach

valerie.gilbert@mdek12.org

Mississippi Department of Education

VISION

To create a world-class educational system that gives students the knowledge and skills to be successful in college and the workforce, and to flourish as parents and citizens

MISSION

To provide leadership through the development of policy and accountability systems so that all students are prepared to compete in the global community

MISSISSIPPI
DEPARTMENT OF
EDUCATION
Ensuring a bright future for every child

State Board of Education Goals

1 All Students Proficient and Showing Growth in All Assessed Areas

2 Every Student Graduates from High School and is Ready for College and Career

3 Every Child Has Access to a High-Quality Early Childhood Program

4 Every School Has Effective Teachers and Leaders

5 Every Community Effectively Uses a World-Class Data System to Improve Student Outcomes

6 Every School and District is Rated "C" or Higher

MISSISSIPPI DEPARTMENT OF EDUCATION
Ensuring a bright future for every child

Session Norms

- Silence your cell phones.

- Please check and/or reply to emails during the scheduled breaks.

- Be an active participant.

- Do not hesitate to ask questions.

Session Goals

- Discuss the benefit of using an online data collection tool, such as Google Forms or Microsoft Forms

- Learn how to create online forms to gather and display data

- Practice creating online forms

MISSISSIPPI
DEPARTMENT OF
EDUCATION
Ensuring a bright future for every child

Activity: Goal of Educational Leadership

At your table, introduce yourself and discuss your current role and any previous roles you have had in education. Then discuss the following question: *If you could summarize the goal of educational leadership in just one sentence or phrase, what would it be?*

Have mobile device ready to share electronically. (instructions on next slide)

To show this poll

1

Install the app from pollev.com/app

2

Start the presentation

Still not working? Get help at pollev.com/app/help

or

Open poll in your web browser

Data Displays

The Power of Data Displays

- Non-judgemental
- Identified focus
- Foundation for collaboration among staff
- Teachers can feel ownership
- Easy to recognize and analyze

(Adams 2015)

A Strong Data Display…

- Connects to a key area of practice
- Aligns to a guiding question
- Is clear and simple
- Uses specifics
- Is descriptive, not interpretive or evaluative

(Adams 2015)

Example – Writing Follow-up

After implementation of a school-wide writing initiative following a series of PLCs (Professional Learning Communities), the educational leader observed in each classroom and used an online form to answer two questions:

1. Is writing scheduled?
2. Is it evident that writing instruction has recently occurred?
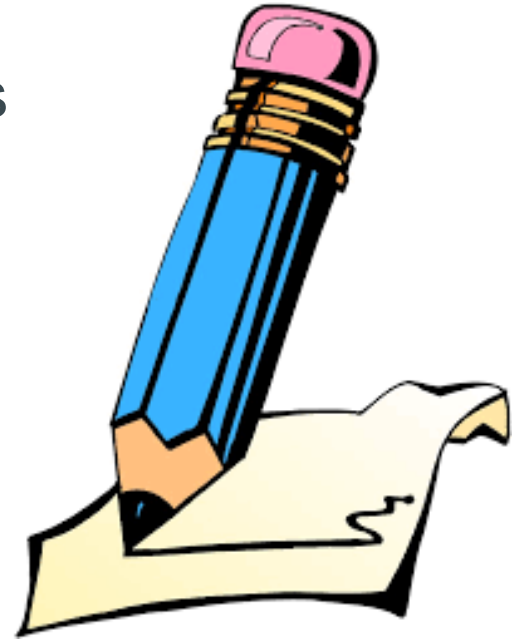
Example – Writing Follow-up

Evidence that writing is scheduled *
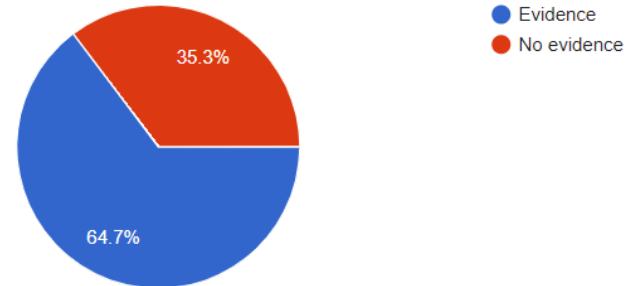(emailed times to admin or posted writing times on board/wall/door)

○ Evidence

○ No evidence

Question One on the Form

Question One Results

Evidence that writing is scheduled

17 responses

● Evidence
● No evidence

35.3%

64.7%

Example – Writing Follow-up

Evidence that writing instruction has occurred *
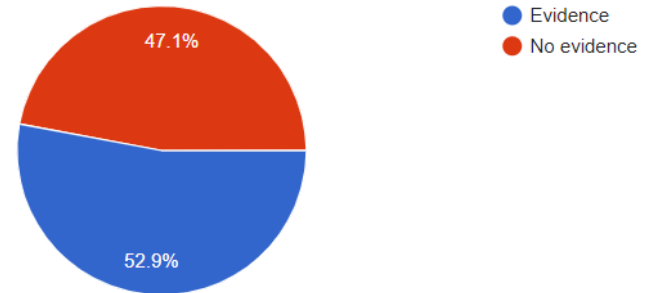(observation, anchor charts, posted writings, lesson plans, etc.)

○ Evidence

○ No evidence

Question Two on the Form

Evidence that writing instruction has occurred

17 responses

Question Two Results

● Evidence
● No evidence

47.1%

52.9%

MISSISSIPPI
DEPARTMENT OF
EDUCATION
Ensuring a bright future for every child

Using Online Forms

To Collect Data

Forms

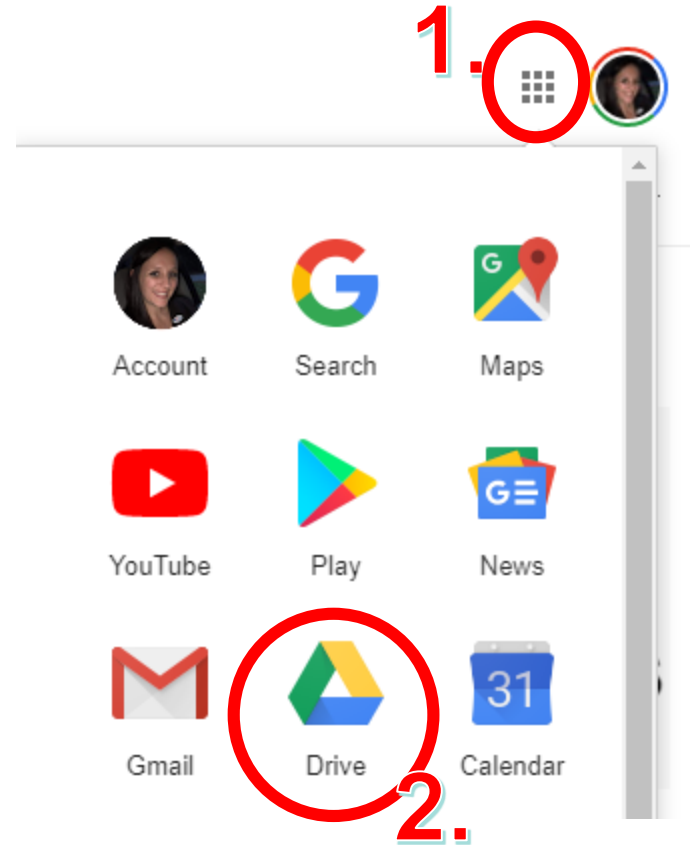The Forms app is an online survey and quiz creator.

Possible uses

- Needs assessment survey
- Daily observations
- Non-negotiables checklist
- Follow-up on professional development initiative

Forms – How to Access (Google)

1. Open your Internet browser.
2. Sign in to the Google Drive.
3. Click the "app launcher" at the top right.
4. Select Drive from the choices.

*or go to https://forms.google.com

MISSISSIPPI
DEPARTMENT OF
EDUCATION
Ensuring a bright future for every child

Forms – How to Access (Microsoft)

1. Open your Internet browser.
2. Sign in to the Outlook Web App using the same procedure as your email.
3. Click the "app launcher" at the top.
4. Select Forms from the choices.

*or go to http://forms.office.com
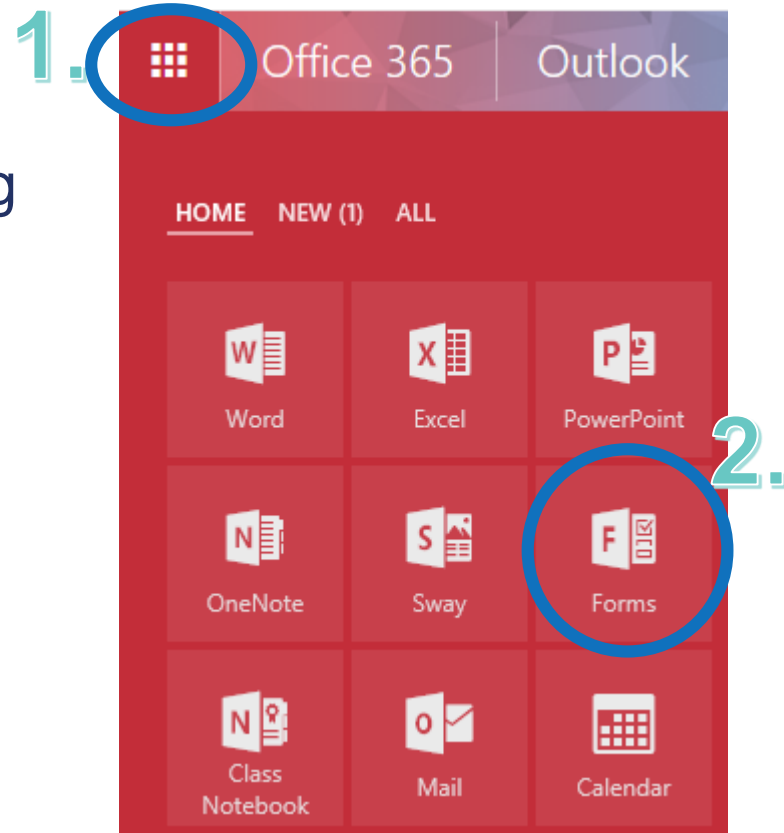
Forms – How to Create (Google)

1. Click Drive/More/Google Forms/Blank form.

   OR if already in Forms

1. Click the + sign.
2. Give the form a unique title.
3. Add questions and select the type (multiple choice, text, rating, date).
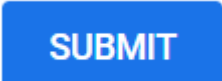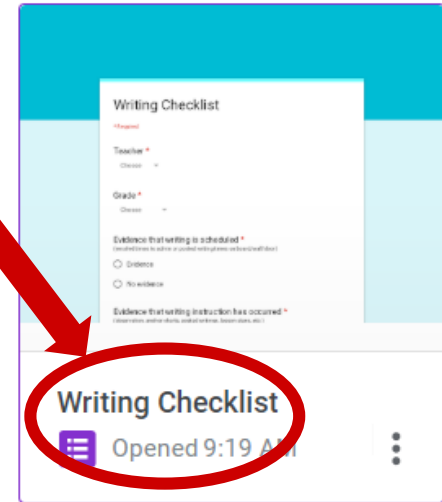4. Forms save automatically.

Forms – How to Create (Microsoft)

1. Open Forms.
2. Click "New Form."
3. Give the form a unique title.
4. Add questions and select the type (multiple choice, text, rating, date).
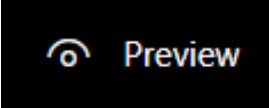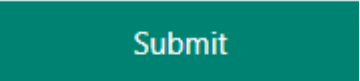5. Forms save automatically.

New Form

MISSISSIPPI
DEPARTMENT OF
EDUCATION
Ensuring a bright future for every child

Forms – How to Collect Data (Google)

1. From your Internet browser on your computer or tablet, go to https://forms.google.com

2. Click on the form title to access.

3. Select the Preview button. 👁

4. Answer the questions to enter data.

5. Click **SUBMIT**

Writing Checklist
Opened 9:19 AM

MISSISSIPPI
DEPARTMENT OF
EDUCATION
Ensuring a bright future for every child

Forms – How to Collect Data (Microsoft)

1. From your Internet browser on your computer or tablet, go to https://forms.office.com

2. Click on the form title to access.

3. Select the 👁 Preview button.

4. Answer the questions to enter data.

5. Click Submit

MISSISSIPPI
DEPARTMENT OF
EDUCATION
Ensuring a bright future for every child
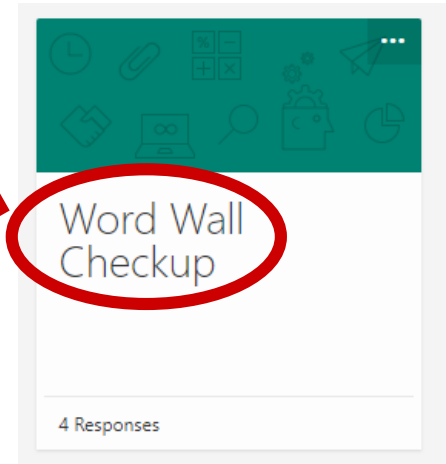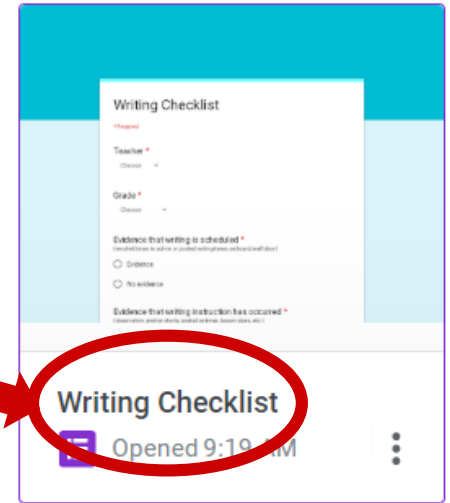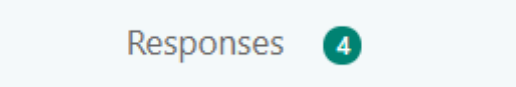
Forms – How to Access Collected Data (Google)

1. From your Internet browser on your computer or tablet, go to https://forms.google.com

2. Click on the form title to access.

3. Select the RESPONSES tab.

4. View summary data or individual results; or Create a Spreadsheet.

MISSISSIPPI
DEPARTMENT OF
EDUCATION
Ensuring a bright future for every child

Forms – How to Access Collected Data (Microsoft)

1. From your Internet browser on your computer or tablet, go to https://forms.office.com

2. Click on the form title to access.

3. Select the Responses 4 tab.

4. View summary data or individual results; or Open in Excel.

Word Wall Checkup
4 Responses
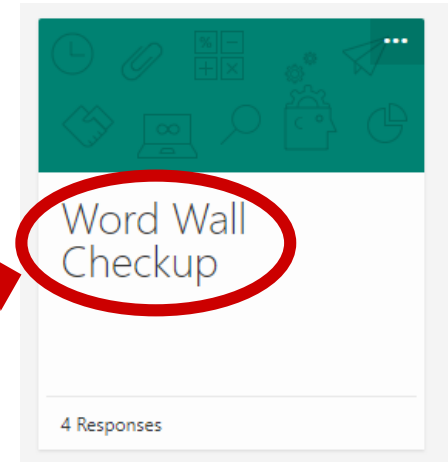
Benefits to Forms

Forms can…

- Integrate with school district or MDE email and calendar apps.

- Minimize paper copies and thick heavy binders.

- Be accessible by any Wi-Fi mobile device.

- Provide valuable and visible quantitative data.

Activity: Case Study 1

Principal Bellz and the leadership team at 123 Elementary School analyzed trend data and communicated a school-wide implementation of interactive word walls to increase student achievement in vocabulary standards. As a follow-up to the initiative, Principal Bellz wants to collect data to gain an overall snapshot of the implementation. Create an online form that Principal Bellz can use to collect and display data.

MISSISSIPPI
DEPARTMENT OF
EDUCATION
Ensuring a bright future for every child

Let's Try it!

1. In partners or groups of three, log in to Forms using the instructions given.
2. Create a new Form and title it "Sample Data 1."
3. Add two questions regarding data collection. (See example.)
4. Click "Preview" to enter data.

2. Construction of Word Wall

   ○ Visible, up-to-date

   ○ Visible, out-of-date

   ○ Not visible

3. Evidence of student interaction with Word Walls.

   ○ Evidence

   ○ No evidence

MISSISSIPPI
DEPARTMENT OF
EDUCATION
Ensuring a bright future for every child

Activity: Case Study 2

Early district data shows that student performance on math word problems are significantly below grade level across the fifth grade in the Springville School District. To support math word problems, the district hosted a professional development workshop on using strategy anchor charts to help students step-by-step solve a word problem. Create an online form that the Math Curriculum Specialist can use to collect and display data that would demonstrate the teachers' follow-through with using strategy anchor charts in fifth grade math classes.

Let's Try it!

1. In partners or groups of three, log in to Forms using the instructions given.
2. Create a new Form and title it "Sample Data 2."
3. Add two questions regarding data collection. (See example.)
4. Click "Preview" to enter data.

Wrap-up Activity

Brainstorm a teacher or grade-level practice or school initiative, perhaps one that you have experienced in the past, that would merit a data collection and display tool.

Have mobile device ready to share electronically. (instructions on next slide)

MISSISSIPPI
DEPARTMENT OF
EDUCATION
Ensuring a bright future for every child

What other activity would merit a data collection and display tool?

Resources

Adams, A., Ross, D., Burns, J., & Gibbs, L. (2015). Data
   Displays are an Effective Way to Engage
   Teachers. *JSD: The Learning Forward Journal, 36(1),*
   24-29.

Strong Readers = Strong Leaders

- Statewide public awareness campaign promotes literacy, particularly among PreK-3 students
- Campaign aims to equip parents and community members with information and resources to help children become strong readers
- Visit strongreadersms.com for more information!

Contact Information

Valerie Gilbert
MDE Literacy Coach
valerie.gilbert@mdek12.org