Instructions for Completing Participant Satisfaction Survey Responses Summary

1. Complete the background information at the top of the template (e.g. agency name, date completed, etc.).

2. For Table 1, count the number of participants who responded in each category "Yes", "Somewhat", or "No" to the question and enter the information in the table. Calculate the percentage by taking the number of responses with the answer (e.g. number of "yes" responses) and dividing that by the total number of students who answered the question and multiplying that by 100. Round to 0 decimal places. Place this number in parentheses after the numbers of responses. (Please see the example on the Summary template). Use Excel workbook "Example Participant Satisfaction Formulas" as needed to track and analyze the responses, ensuring that a survey ID is entered for each completed survey and that the drop-down menu is used to select the student's response to each question. Table 1 gives the reader an idea of what the raw data looks like.

3. For Table 2, you first need to assign each response the following values based on a Likert scale: 2 for "Yes", 1 for "Somewhat", and 0 for "No." Then add up the values and divide by the total number of responses to calculate the mean. If you enter the students' responses in the Excel workbook, the means will be automatically calculated. The mean will be a value between 0 and 2. A mean close to 2 shows strong group consensus that they agree with the statement. A mean close to 0 shows that there is strong group consensus that they disagree with the statement. A mean close to 1 show that either there is a lack of consensus with the statement OR that the group consensus is that the class somewhat agrees with the statement. The means in Table 2 offer a quick summary of the responses.

4. For Tables 3 through 7, categorize the open-ended responses and determine how many responses fit each category. Fill in these data into the appropriate tables on the Summary form.