

10/8/2017

Administrative Cabinet
District 765
Indianapolis, IN

RE: Evaluation Plan for District 765's integration of the *Introduction to Sway* course

Thank you for choosing Margeson & Winrotte Consulting for establishing an Evaluation Plan for District 765's training course *Introduction to Sway*. We have completed the evaluation plan and are ready to implement the plan at the request of District 765.

Attached is the Evaluation Plan for the *Introduction to Sway* course. Included are the following:

- Executive Summary (p.2)
- Goals & Scope (p.4)
- Process & Timeline (p.6)
- Instrument Description, Procedures, & Data Collection (p.8)
- Analysis Process (p.13)

We look forward to the next step, implementing the Evaluation Plan.

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Executive Summary

Purpose of Evaluation

The infusion of new technology tools and practices into everyday life is growing at an exponential rate. District 765 wants to prepare students for their future endeavors. The district has determined the best way to do this is to propel the district's teachers, specifically new hires, towards implementing new technology tools in everyday classroom instruction. According to the district's plan, the *Introduction to Sway* course, will be used to introduce the new hires to a new technology tool, Sway. This Evaluation Plan has been created for District 765, for the purposes of evaluating the impact and effectiveness of the online professional development training course *Introduction to Sway*.

Primary Objective

The primary objective of this evaluation plan is to determine the impact and effectiveness of the training course, *Introduction to Sway*, in order to improve District 765's new hire orientation program.

Summary of Evaluation Plan

The evaluation plan will follow the four levels of Kirkpatrick's Framework: Reaction, Learning, Behavior, and Results (2006).

- Level 1 evaluations will cover new hire reaction for each module, as well as the entire Introduction to Sway training course in totality. There will be nine module evaluations and one final evaluation.
- Level 2 will be a pre-test and post-test to measure learning.
- Levels 3 and 4 will be combined to collect both behavior implications and results, focusing on the classroom impact and gathering quantitative data to show and increased use of Sway.

Expected Data

Various types of data will be garnered from the evaluation plan, including: new hire reactions and attitudes, knowledge and learning statistics, and behavior change statistics. In addition, the respondents to the evaluations and questionnaires will have opportunities to add comments and suggestions. Analysis of all the data points and statistics will occur both during and following the implementation of the training course. The final report of the data will contain quantitative and suggestive data, validating the success of the *Intro to Sway* training course, and/or will offer data that reveals possible opportunities for improvement in District 765's future training courses. Results based on the prior-mentioned analysis may include:

- The material covered in the training was (was not) relevant to the new hires.
- The training program needs more (less) support throughout the implementation process.
- The training program should also be offered as face-to-face training.
- It would be more (less) beneficial to cover an alternate technology tool.
- Typical new hire instruction was (was not) impacted by the training program.

Key Recommendations

Recommendations for District 765's future new hire training will be given based on the data received from all levels of evaluation. These may include items such as:

- Increased use of Technology Coaches to support new teacher technology initiatives,
- Additional training on Sway for all certified staff,
- Mentor department head training prior to new hire technology initiatives,
- Increased administrative support,
- Restructuring of new hire technology initiatives, and
- Refocus for district technology initiatives.

Evaluation Plan: Goals & Scope

Instructional Product Description

Microsoft offers educators a virtual professional community called the Microsoft Educator Community (MEC). The MEC offers various free resources, including quick tip videos, lesson plans, courses, Skype connections, etc., that mirror many of the technology tools many educational environments are utilizing. Educators earn points, badges, and certificates when participating in Skype activities, sharing resources from the MEC, sharing lesson plans/activities on the MEC, and successfully completing trainings/courses on the MEC.

One of the courses offered through the MEC is *Introduction to Sway*. Sway is a free “intelligent digital storytelling app from Office” used to create and share interactive web-based learning, presentations, newsletter, reports, portfolios, and much more, “right from a phone, tablet, or browser” (Introduction to Sway, 2017). The user adds desired content (images, videos, documents, and other multi-media content items) through a simple drag-and-drop process, and Sway does the rest. Sway has a built-in design engine that allows the creator to focus on content rather than formatting.

In the *Introduction to Sway* course, the new hire will learn how to: 1) create a Sway from start to finish, 2) collaborate with others on a Sway, and 3) share your finished Sway with others (Introduction to Sway, 2017). According to the MEC, the *Introduction to Sway* course will take the new hire approximately two hours to complete. New hires will watch short instructional video clips and create a Sway while completing each instructional module. The nine modules include (Introduction to Sway, 2017):

1. Create and share interactive class materials, presentations, projects, and more
2. Create a new Sway
3. Adding cards to a Sway
4. Adding images and videos to Sway
5. Adding tweets to a Sway
6. Creating groups in a Sway
7. Embedding content in a Sway
8. Changing your Sway’s style and layout
9. Collaborate and share your Sway

Training Module Link: <https://education.microsoft.com/GetTrained/Introduction-to-Sway>

Purpose of Evaluation

In order to support District 765's new hires in creating future ready classroom lessons infused with technology tools, the district has chosen to add an additional component to the required new hire professional development training. Since this component, the *Introduction to Sway* training course, is in its first year of implementation, it will be necessary to evaluate the course. The reasons for this evaluation are as follows:

- to determine if the additional component, the *Introduction to Sway* training course, should be continued or discontinued as part of District 765's new hire orientation, and
- to determine how the *Introduction to Sway* course can be improved for future trainings.

Primary Objective

District 765 wants to propel their new hires towards implementing new technology tools in their classroom instruction. According to the district's plan, the *Introduction to Sway* course, offered through the MEC, will be used for two specific reasons:

- to introduce new hires to the MEC so that they are able to locate additional professional development opportunities, and
- to introduce the new hires to a new technology tool, Sway.

Learner Analysis

While the Microsoft Education Community is open to all interested in learning more about their products and beyond, this particular evaluation will be used with District 765's new hires for the upcoming school year. The new hires have varying levels of education experience, ranging from first year teachers to beyond ten years of classroom experience. All new hires will have at minimum a Bachelor's degree in education (or a valid Indiana teaching license).

Evaluation Plan: Process & Timeline

The training course will be introduced during the new hire orientation in early August. This orientation meeting will last from 8:30am to 3:30pm. All new hires are required to attend. The new hires will be asked to navigate the Microsoft Education Community (MEC) to find the "Introduction to Sway" training course. Network accounts for all employees will be established prior to the orientation. The training course will be completed throughout the first six weeks of the school year, as the new hire desires. A suggested pacing for the course is as follows:

- Week 1 (week before school) - Module 1
- Week 2 (first week of school) - Module 2
- Week 3 - Modules 3 & 4
- Week 4 - Modules 5 & 6
- Week 5 - Modules 7 & 8
- Week 6 - Module 9

Microsoft Forms will be utilized for Levels 1, 2, and 3 data collection. All data collected via Microsoft Forms will be downloaded to Excel for extensive data analysis.

EVALUATION PLAN: RATIONALE & PROCESS	
LEVEL 1	Reaction
WHY EVALUATE AT THIS LEVEL?	It is in the best interest of District 765 to make sure that the new hires are happy with the Introduction to Sway unit. This level of evaluation can be summed up as a customer satisfaction survey (Kirkpatrick, 2006). The course/training will be evaluated according to method of delivery, pacing, outside support, etc.
RATIONALE	Each module within the <i>Introduction to Sway</i> course will be evaluated individually, as well as in totality. The individual module evaluations will be used to determine if further instruction is needed beyond the videos and activities included in the training course. The final evaluation will look at the overall process for the training, as this is the first time District 765 is utilizing an e-learning professional development model.
PROCESS	For level 1, all evaluations will be available beginning August 1 st , 2018 (see Appendix E.) New hires will be asked to complete evaluations for all nine individual modules, as well as the final evaluation. Email reminders will be sent, following the pacing guide, to encourage new hires to participate. If 90% participation is reached on all ten evaluations, a \$25 Amazon gift card will be raffled off.
LEVEL 2	LEARNING
WHY EVALUATE AT THIS LEVEL?	Part of increasing the use of Sway is knowing how to use the product. For the second level of evaluation, the learning that took place as a result of the course will be evaluated. If there is no learning, based on the evaluation responses, then no change in behavior can be expected (Kirkpatrick, 2006).

RATIONALE	Both a pre- and post-test will be administered to measure learning before and after the course is completed. In order to ensure 100% evaluation submission, the evaluations will be administered on the initial meeting date and follow up date.
PROCESS	For level 2 evaluation, a pre-test will be administered on August 1 st , 2018 (see Appendix E.) The level 2 post-test will be administered at the 6-week mark, September 19 th , 2018, when the new hires reconvene with their district professional development cohort.
LEVELS 3 & 4	Behavior & Results
WHY EVALUATE AT THIS LEVEL?	The knowledge and skills acquired through the <i>Introduction to Sway</i> course should be applied to the classroom over the course of the upcoming school year. Obtaining the answer to this question is the primary goal in evaluating behavior and results, "Were the skills transferred to the job?" (Kirkpatrick, 2006).
RATIONALE	Level 3 and 4 evaluations will be combined for data collection. The rationale behind this decision is due to the similarity in desired outcomes for both <i>Behavior</i> and <i>Results</i> . These two levels of evaluation can be collected more efficiently when using one form and analyzing different data points. Students and/or District 765 building administration will not be included in level 3 and 4 evaluation. Some teachers will be in K-5 classrooms, which is the rationale for not including student responses. It is assumed that data gathered from K-5 students would not be reliable. Additionally, District 765 principals and assistant principals are not included based on the nature of formal teacher evaluations. Formal teacher evaluations are done on a drop-in, non-scheduled basis, thus there would be no guarantee the administrators would witness the use of Sway.
PROCESS	District 765 uses a mentor program to support new hires. Each new hire will be required to submit weekly lesson plans to their Department Head (mentor). Once the <i>Introduction to Sway</i> course has been completed, the new hires will report to their mentor for evidence submission. The weekly lesson plans and submitted evidence will serve as data for Level 4 evaluations. Stakeholders may utilize this information for Level 3 surveys. Levels 3 and 4 will be evaluated quarterly (see Appendix E.) The evaluations will open for one week and will be filled out by both the trainee and their mentor department head.

Evaluation Plan: Instrument Description, Procedures, & Data Collection

Evaluation Instrument Description

District 765 new hires will be using Office 365, since the district utilizes it as their collaboration platform. Microsoft Forms is an Office 365 online survey/quiz application, in which one can create questionnaires, quizzes, and polls. Each questionnaire or form created is associated with a sharable URL. The form's respondent can simply select the URL, in any web browser and on any device, and complete the questionnaire. Form submission data can be viewed within Microsoft Forms using the built-in analytic features or can be exported to Excel for additional data analysis. Each level of the proposed evaluation plan will utilize Microsoft Forms.

Level 1 Evaluation: Instrument & Procedures

When applying the Kirkpatrick Model (2006) to e-learning, it is important to gather feedback continuously. In order to accurately evaluate the *Introduction to Sway* training, a short evaluation will be used for each learning module, as well as a final longer evaluation for the training as a whole. For this training to be evaluated continuously, the form for evaluation will be available to new hires immediately. If 90% of the new hire cohort fills out all ten evaluations, the Technology Department will raffle off a mini drone.

Measurement Instrument

Introduction to Sway reaction form (Appendix A) - Administered via Microsoft Forms

Evaluation Procedures (Individual Learning Modules)

Using the above recommended pacing, an email will be sent to the new hire cohort containing the form link. This will serve as a reminder to fill out the evaluation form after each learning module. New hires will be able to choose which module they are evaluating and then will be asked two questions:

- Overall, what was your response to the content of the module? (5 stars)
- Why did you feel that way? (open-ended)

The design of the evaluation is such that it will provide specific feedback to the district's trainers on each individual learning module within the *Introduction to Sway* course. An open-ended question is available for comments beyond the star rating for new hires to mention specific items within the modules.

Evaluation Procedures (Final Evaluation)

A final evaluation will be collected once new hires have completed the learning module in totality. New hires will have a chance to fill out the evaluation at the 6-week meeting to ensure 100% response rate. This electronic evaluation form will be longer and contain questions for the entire process, including:

- The material covered during the *Introduction to Sway* course was relevant to my job. (5 point)
- The material was presented in an easy to follow manner. (5 point)
- Elaborate on the relevancy and delivery of the material in the *Introduction to Sway* course. (open-ended)
- I will be able to apply what I learned about Sway to my job. (5 point)
- I felt supported during the six weeks while going through the *Introduction to Sway* course. (5 point)
- Please be specific on the support you received over the six weeks, if you did not receive support be sure to mention that below. (open-ended)

- I would recommend this training to my colleagues. (5 point)
- What was your quiz score at the end of the Introduction to Sway? (open-ended)
- How many times did you attempt the quiz? (multiple choice)
- Why do you think you scored that on the quiz? (open-ended)
- Additional Comments about the *Introduction to Sway* course. (open-ended)

There is an assessment used within the e-Learning course. The new hire can earn points on the MEC for successful completion of the assessment. It is in the best interest of District 765 to include the results from the MEC assessment to determine initial learning (pre-level 2 data), as well as the new hire's feelings on the training based on their assessment score.

Level 2 Evaluation: Instrument & Procedures

When applying the Kirkpatrick Model, it is important to keep in mind the following guidelines: evaluate knowledge both before and after the training, get one hundred percent response, and use the results to take appropriate action (Kirkpatrick & Kirkpatrick, 2006, pg. 43). In order to accurately evaluate the new hires' Sway knowledge, a pretest and posttest have been created for implementation prior to, and following completion of the training. Also, in order to achieve one hundred percent evaluation completion, both the pretest and posttest will be completed during required new hire meetings.

Measurement Instrument

Pretest: Introduction to Sway (Appendix B) - Administered via Microsoft Forms

Posttest: Introduction to Sway (Appendix C) - Administered via Microsoft Forms

Evaluation Procedures (Pretest)

During the District 765's new hire orientation, the *Pretest: Introduction to Sway* link will be emailed to all new hires. There will be designated time built in to the orientation's agenda for the attendees to complete *Pretest: Introduction to Sway*.

The pretest's introductory question is designed to distinguish between new hires who have no knowledge of Sway from those who have some/great knowledge of Sway. The first question is as follows:

- Do you have any knowledge of Microsoft's Sway application? (Yes, No)

If the trainee responds no, the pretest is submitted without any further questions. If the trainee responds yes, the following fifteen multiple choice questions will be asked:

- Is Sway a part of the official Microsoft Office family?
- What forms of multimedia can you include in a Sway?
- Do you have to have an Office 365 account to use Sway?
- Do you have to go in a specific order when creating your Sway?
- Which tab do you choose to add content to your Sway?
- Do photo captions always show up automatically beneath the photo?
- Can you add Tweets to a Sway?
- While making a Sway for Social Studies class, which photo grouping option would be best to show a current photo of your city versus a photo of your city taken a century ago?
- When editing a Sway, can you ungroup a set of photos previously grouped?
- Can you embed online content in to a Sway?
- Which of the following can you embed in a Sway?
- How do you save a Sway?
- Selecting the Remix tab: (select what completes the statement).

- Can more than one person edit the Sway simultaneously?
- Is there special software required to view, share, or edit a Sway?

Each of the fifteen questions will be counted as correct (1 point each) or incorrect (0 points each), making the total score possible 15/15. If the new hire responded 'No' to the introductory question, their score will automatically be documented as 0/15.

Evaluation Procedures (Posttest)

The posttest will be given once the new hires have completed the training. According to the timeline stated above, the new hire will have it completed by the 6-week mark of the school year. At that time, the new hires will reconvene with District 765's new hire cohort. While at the meeting, to ensure 100% response rate, they will take *Posttest: Introduction to Sway*. The *Pretest: Introduction to Sway* link will be emailed to all new hires. There will be designated time built in to the orientation's agenda for them to complete *Pretest: Introduction to Sway*.

While the posttest contains the same fifteen questions as the pretest, the following two details have been added.

- When each question is presented, the module in which it was taken from is distinguished. This will allow the new hire to reference any notes/materials they created while completing the training. It is recognized that during trainings, employees may create notes or reference guides for future use; therefore, they are allowed to use said notes or reference guides when taking the test.
 - Module 1: Is Sway a part of the official Microsoft Office family?
 - Module 1: What forms of multimedia can you include in a Sway?
 - Module 2: Do you have to have an Office 365 account to use Sway?
 - Module 2: Do you have to go in a specific order when creating your Sway?
 - Module 3: Which tab do you choose to add content to your Sway?
 - Module 4: Do photo captions always show up automatically beneath the photo?
 - Module 5: Can you add Tweets to a Sway?
 - Module 6: While making a Sway for Social Studies class, which photo grouping option would be best to show a current photo of your city versus a photo of your city taken a century ago?
 - Module 6: When editing a Sway, can you ungroup a set of photos previously grouped?
 - Module 7: Can you embed online content in to a Sway?
 - Module 7: Which of the following can you embed in a Sway?
 - Module 8: How do you save a Sway?
 - Module 8: Selecting the Remix tab: (select what completes the statement).
 - Module 9: Can more than one person edit the Sway simultaneously?
 - Module 9: Is there special software required to view, share, or edit a Sway?
- Once the new hire has submitted their test, they will see their responses scored as either correct or incorrect. If a question was marked incorrect, there will be a prompt that tells them which module they need to review to learn the correct answer. This is intended to serve as a guide to direct each new hire to the module(s) they need to review.

The posttest also asks that a link be submitted to the Sway that they created while completing the training. (The training asked them to work on a Sway while working through the nine modules.) This submission is not linked to a score, but instead will be linked to trainee Sway creation achievement level.

Level 3 & 4 Evaluation: Instrument & Procedures

When applying the Kirkpatrick Model to evaluating behavior and results, it is important to keep in mind the following guidelines: allow time for behavior change to take place or results to be achieved, get 100 percent response, repeat the evaluation at appropriate times, consider cost versus benefits, and when proof is not possible be satisfied with evidence (Kirkpatrick & Kirkpatrick, 2006, pg. 53 & 65). In order to accurately evaluate the new hire's behavior change, or the results of the training regarding the use of Sway, a questionnaire has been created to address both behavior and results.

It is assumed that the *Introduction to Sway* course's associated behavior change will not occur every day, in every class period. Due to this assumption, it would not be appropriate to ask the new hire's building level administrator(s) to do random classroom visits for determining if the new hire had a behavior change following his/her training. Instead, the evaluation process will rely upon self-evaluation completed by the new hire and questionnaires completed by the his/her associated department head. The rationale for this decision is that each District 765 new hire is assigned a mentor during their first year as an employee in the district. The mentor assigned is the department head associated with the new hire. New hires are required, weekly, to turn in their lesson plans to their mentor (department head). Having reviewed the new hire's lesson plans, the department head will be able to report if the new hire made note of using Sway, how he/she planned to utilize Sway, and how often Sway was utilized.

The questionnaire form to be utilized will first ask the respondent to declare if he/she is a new hire or department head. From that question, the form will branch out, into a new hire branch or a department head branch, to utilize wording appropriate to the perspective of the respondent. While the grammatical structure of the questions will differ, the content asked in each question will be the same for both trainee and department head. The respondents will be asked to complete the questionnaires at the end of each quarter of the academic year, meaning each trainee and their associated department head will fill out the form a total of four times during the year. Each time a person completes the form, their name will go in a raffle in which the name drawn will win an iPad and Sphero (provided by the Technology Department).

Measurement Instrument

SWAY Questionnaire (Appendix D) - Administered via Microsoft Forms

Evaluation Procedures (Individual Learning Modules)

An email will be sent to all new hires and their mentors containing the questionnaire link. Respondents will choose which their role for question one:

- Select your role: District 765 New Hire or Department Head

Once respondents have answered the first question, according to their answer, they will either answer a series of questions for the New Hire branch or a series of questions for the Department Head branch. In order to appropriately address the respondent, the questions differ in grammar and sentence structure. The differences do not change the meaning of the questions, they merely allow adjustment of perspectives between New Hire and mentor. The remainder of the New Hire questions are as follows:

- How many times have you used Sway during the past quarter? (If you did not use Sway, please leave blank.)
- How have you implemented Sway? (Select all that apply.)

- How would you describe your ability to use Sway? (1 star - Non-Existent, 2 stars - Very Basic, 3 stars - Good, 4 stars - Advanced, 5 stars - Expert)
- To what extent are lessons delivered via Sway different from your typical instruction? (1 star - Much Worse, 2 - stars - Somewhat Worse, 3 stars - No Change, 4 stars - Somewhat Better, 5 stars - Much Better)
- How comfortable would you be teaching Sway to a new hire next year? (1 star - Uncomfortable, 2 stars - Somewhat Comfortable, 3 stars - Neutral, 4 stars - Somewhat Comfortable, 5 stars - Extremely Comfortable)
- Additional comments: (Free response)

The questionnaire was designed this way to garner specific feedback in regards to the New Hire's use (and continued use) of Sway. An open-ended question is available for comments beyond the scale ratings for new hires and mentors to mention specific comments or ideas for potential improvements.

Evaluation Plan: Analysis Process

Data Analysis

All levels of data will be collected through Microsoft Forms and downloaded into a spreadsheet for analysis. Level 1 evaluation data will be broken out into individual learning modules, based on the response of the first question, as well as final evaluation data. Some questions utilize a five-point scale, while other questions garner open-ended responses. Detailed analysis will take place for Level 1 to determine if there are any adjustments needed to meet the training needs within future cohorts. All Level 2 questions result in a value of 0 (incorrect answer) or 1 (correct answer). Each new hire will produce both pretest and posttest scores. Individual Level 2 evaluation data will be analyzed. In addition, a cohort analysis will take place for Level 2 to determine if there are any gaps in knowledge related to specific modules among the new hires in the cohort. A plan of action will be created to address gaps in specific knowledge. Levels 3/4 evaluation consist of both 5-star (or point), open-ended, and multiple-choice questions. The 5-star questions will be assigned a point value based on their star to analyze the data collected. Open ended questions will be used to clarify any findings from the ratings. The second question on the evaluation (Appendix D) will provide quantitative evidence on the use of Sway by the new hire cohort.

In order to keep the Level 3/4 evaluation consistent for all trainees, no students or administrators will be surveyed. New hires will come from all levels, K-12, and therefore their student's ability to reliably report on their teacher's use of Sway may vary. For this reason, students will not be asked to report any Behavior or Result evaluation data. Administrators will not be asked to supply questionnaire data, as well. This is because, formal evaluations are done on a drop-in basis. This means, the teacher or administrator cannot guarantee they will observe a lesson that utilizes Sway. If the Evaluation committee feels more input is needed from these groups, they will reach out following the formal evaluation process.

The following groups will be used for either data collection or data analysis. These were selected based on their unique perspectives and invested interest in the success of all new hires in District 765.

- Building Administrators
- Instructional Coaches
- Technology Director
- Technology Integration Specialist for the district
- Mentor Department Heads

Data Summaries

Level 1 reaction data will be summarized by calculating the average scores on each 5-point question. Further detail will be given by using the open response comments linked to each of the Likert scale questions. The two main categories the technology department is focused on are job relevancy and support for new hires. Each item will give insight into those goals by providing a score, out of 5 points. A positive reaction will be indicated by a score close to 5-points. Benchmarks for each Likert scale question are set at 4 points.

Level 2 learning data will be collected for both the pretest and posttest. Each of the fifteen questions posed is either scored as correct or incorrect, worth one point. With a total of

fifteen content area questions, the total possible point value is 15/15. Pretest and posttest questions are identical in content. This will allow data summaries to correlate between pre-module completion to module completion. The goal for Level 2 performance is a 75% increase in knowledge from the pretest to the posttest. This will be determined following the collection of data from the completion of the Level 2 posttest.

Level 3/4 behavior and results data will be generated by two sets of respondents: District 765 new hires and their associated mentors. The questions posed will provide data on whether Sway was used by the new hire, how Sway was used by the new hire, and the new hires ability (comfortability) using Sway. Some questions obtain concrete responses, such as how many times Sway has been used, while other questions obtain perception responses. A five-star Likert scale (1 star equals 1 point) will be utilized for the perception responses. These responses will afford the stakeholders a final aggregated value assigned with each question. Benchmarks for each Likert scale question will be set at 3.5 stars.

Results Presentation

Results will be presented to the Director of Human Resources, as well as the Director of Technology for District 765. The results will aid in determining future plans for new hire training within the district.

Appendix A

Evaluation:

https://forms.office.com/Pages/ResponsePage.aspx?id=Ob0wQVN8nEGx5YdY1tY_IeL8IgpIIYZNuVLSOW3BrN9UM0IzTzRVWU2TEFLSIgzNDNHM0IUQVZWVi4u

Initial Question

The screenshot shows a Microsoft Forms evaluation page. At the top, a green header contains the title "Introduction to Sway Evaluation" and a sub-header "Please complete this evaluation for each learning module as well as once at the end of the training." Below this, a message reads "Hi Sarah, when you submit this form, the owner will be able to see your name and email address." The first question is "1. Which module are you evaluating?". A dropdown menu is open, showing a list of modules: "Module 1: Sway", "Module 2: Create a New Sway", "Module 3: Adding Cards to a Sway", "Module 4: Adding Videos and Images to Sway", "Module 5: Adding Tweets to a Sway", "Module 6: Creating Groups in a Sway", "Module 7: Embedding Content in a Sway", "Module 8: Changing your Sway's style and layout", "Module 9: Collaborate and share your Sway", and "Introduction to Sway (Final Evaluation)". At the bottom of the form, there is a "Submit" button and a footer with "Microsoft Forms".

Module Branch

2. Overall, what was your response to the content of the module?

1 star- Poor, 2 stars- Fair, 3 stars- Good, 4 stars- Very Good, 5 stars- Excellent



3. Why did you feel that way?

Feel free to mention specific aspects of the module.

Enter your answer

Submit

Final Evaluation Branch

1. Which module are you evaluating?

Introduction to Sway (Final Evaluation) ▾

2. The material covered during the Introduction to Sway was relevant to my job.

1- Strongly Disagree...5- Strongly Agree

1 2 3 4 5

3. The material was presented in an easy to follow manner.

1- Strongly Disagree...5- Strongly Agree

1 2 3 4 5

4. Please elaborate on the relevancy and delivery of the material in the Introduction to Sway.

Enter your answer

5. I will be able to apply what I learned to my job.

1- Strongly Disagree...5- Strongly Agree

1 2 3 4 5

6. I felt supported during the six weeks while going through the Introduction to Sway tutorial.

1 2 3 4 5

7. Please be specific on the support you received over the six weeks, if you did not receive support be sure to mention that below.

Enter your answer

8. I would recommend this training to my colleagues.

1- Strongly Disagree...5- Strongly Agree

1 2 3 4 5

9. What was your quiz score at the end of the Introduction to Sway?

Enter your answer

10. How many times did you attempt the quiz?

- 1
- 2
- 3
- 4+

Submit

Appendix B

Pretest:

https://forms.office.com/Pages/ResponsePage.aspx?id=Ob0wQVN8nEGx5YdY1tY_IYFFjJbclydNj1VwYOR6WrJUMVoyVDExNkI5R0FWUUJZU0ZDTDBFUDRYVS4u

Pretest: Introduction to Sway

Level 2 Evaluation

* Required

1. Do you have any knowledge of Microsoft's Sway application? *

- Yes
 No

2. Sway is part of the Microsoft Office family. * (1 Point)

- Yes
 No

3. What forms of multimedia can you include in a Sway? * (1 Point)

- Images
 Videos
 Social Media Posts
 Documents
 All Of The Above

4. Do you have to have an Office 365 account to use Sway? * (1 Point)

- Yes
 No

5. Do you have to go in a specific order when creating your Sway? * (1 Point)

- Yes
 No

6. Which tab do you choose to add content to your Sway? * (1 Point)

- Cards
- Remix
- Layout
- Design

7. Do photo captions always show up automatically beneath the photo? * (1 Point)

- Yes
- No

8. Can you add Tweets to a Sway? * (1 Point)

- Yes
- No

9. While making a Sway for Social Studies class, which photo grouping option would be best to show a current photo of your city versus a photo of your city taken a century ago? * (1 Point)

- Stack
- Comparison
- Slide Show
- Grid

10. When editing a Sway, can you ungroup a set of photos previously grouped? * (1 Point)

- Yes
- No

11. Can you embed online content in to a Sway? * (1 Point)

- Yes
- No

12. Which of the following can you embed in a Sway? * (1 Point)

- Weebly Website
- Google Maps
- Facebook Post
- Online Textbook

13. How do you save a Sway? * (1 Point)

- Select file, save as, then save.
- There is no need to. Sway saves your changes automatically.

14. Selecting the Remix tab: * (1 Point)

- Changes the order of the Sway's text cards.
- Changes the size of the included photos.
- Changes the design of the Sway.

15. Can more than one person edit the Sway simultaneously? * (1 Point)

- Yes
- No

16. Is there special software required to view, share, or edit a Sway? * (1 Point)

- Yes, you must purchase the Sway application.
- No, you can view, share, or edit a Sway in any browser.

Submit

Appendix C

Posttest:

https://forms.office.com/Pages/ResponsePage.aspx?id=Ob0wQVN8nEGx5YdY1tY_IYFFjJbclydNj1VwYOR6WrJUM1JMNvdJMEQzUVFVWkNXUzNQRkE1N0JUWC4u

Posttest: Introduction to Sway

Level 2 Evaluation

* Required

1. Module 1: Sway is part of the Microsoft Office family. * (1 Point)

- Yes
- No

2. Module 1: What forms of multimedia can you include in a Sway? * (1 Point)

- Images
- Videos
- Social Media Posts
- Documents
- All Of The Above

3. Module 2: Do you have to have an Office 365 account to use Sway? * (1 Point)

- Yes
- No

4. Module 2: Do you have to go in a specific order when creating your Sway? * (1 Point)

- Yes
- No

5. Module 3: Which tab do you choose to add content to your Sway? * (1 Point)

- Cards
- Remix
- Layout
- Design

6. Module 4: Do photo captions always show up automatically beneath the photo? * (1 Point)

- Yes
- No

7. Module 5: Can you add Tweets to a Sway? * (1 Point)

- Yes
- No

8. Module 6: While making a Sway for Social Studies class, which photo grouping option would be best to show a current photo of your city versus a photo of your city taken a century ago? * (1 Point)

- Stack
- Comparison
- Slide Show
- Grid

9. Module 6: When editing a Sway, can you ungroup a set of photos previously grouped? * (1 Point)

- Yes
- No

10. Module 7: Can you embed online content in to a Sway? * (1 Point)

- Yes
- No

11. Module 7: Which of the following can you embed in a Sway? * (1 Point)

- Weebly Website
- Google Maps
- Facebook Post
- Online Textbook

12. Module 8: How do you save a Sway? * (1 Point)

- Select file, save as, then save.
- There is no need to. Sway saves your changes automatically.

13. Module 8: Selecting the Remix tab: * (1 Point)

- Changes the order of the Sway's text cards.
- Changes the size of the included photos.
- Changes the design of the Sway.

14. Module 9: Can more than one person edit the Sway simultaneously? * (1 Point)

- Yes
- No

15. Module 9: Is there special software required to view, share, or edit a Sway? * (1 Point)

- Yes, you must purchase the Sway application.
- No, you can view, share, or edit a Sway in any browser.

16. Below, paste the link to the Sway you created while completing the 'Introduction to Sway' training. *

Submit

Appendix D

Questionnaire:

https://forms.office.com/Pages/ResponsePage.aspx?id=Ob0wQVN8nEGx5YdY1tY_IYFFjJbcIydNj1VwYOR6WrJUOVE1UU5WUDJUVzZONjIFNFIONkk0VUZJMy4u

New Hire Branch

SWAY Questionnaire

The purpose of this questionnaire is determine the impact of the training course, Introduction to Sway, for District 765's New Hires. Your responses will help District 765 assess the effectiveness of the Introduction to Sway course and determine potential changes to New Hire technology tools training. Please complete this questionnaire at the end of each academic quarter, only reporting on happenings during the previous 9-weeks. The questionnaire is anonymous, so please be honest in your answers.

* Required

1. Select your role: *

District 765 New Hire

Department Head

2. How many times have you used Sway during the past quarter? *

If you did not use Sway, please leave blank.

Enter your answer

3. How have you implemented Sway? *

Select any that apply.

Teacher instruction focused

Student work creation focused

Sway was not used

4. How would you describe your ability to use Sway? *

1 star - Non-Existent, 2 stars - Very Basic, 3 stars - Good, 4 stars - Advanced, 5 stars - Expert

★ ★ ★ ★ ★

5. To what extent are lessons delivered via Sway different from your typical instruction? *

1 star - Much worse, 2 stars - Somewhat worse, 3 stars - No change, 4 stars - Somewhat better, 5 stars - Much better

★ ★ ★ ★ ★

6. How comfortable would you be teaching Sway to a new hire next school year? *

1 star - Uncomfortable, 2 stars - Somewhat uncomfortable, 3 stars - Neutral, 4 stars - Somewhat comfortable, 5 stars - Extremely comfortable



7. Addition comments:

Submit

Department Head Branch

SWAY Questionnaire

The purpose of this questionnaire is determine the impact of the training course, Introduction to Sway, for District 765's New Hires. Your responses will help District 765 assess the effectiveness of the Introduction to Sway course and determine potential changes to New Hire technology tools training. Please complete this questionnaire at the end of each academic quarter, only reporting on happenings during the previous 9-weeks. The questionnaire is anonymous, so please be honest in your answers.

* Required

1. Select your role: *

- District 765 New Hire
- Department Head

2. How many times has the New Hire incorporated the use of Sway? *

If Sway was not incorporated into any lesson plans, please leave blank.

3. According to the submitted New Hire lesson plans, how has the New Hire implemented Sway? *

Select any that apply.

- Teacher instruction focused
- Student work creation focused
- Sway was not used

4. How would you describe the New Hire's ability to use Sway? *

1 star - Non-Existent, 2 stars - Very Basic, 3 stars - Good, 4 stars - Advanced, 5 stars - Expert



5. To what extent are lessons delivered via Sway different from the New Hire's typical instruction? *

1 star - Much worse, 2 stars - Somewhat worse, 3 stars - No change, 4 stars - Somewhat better, 5 stars - Much better



6. How comfortable do you think the New Hire would be teaching Sway to a new hire next school year? *

1 star - Uncomfortable, 2 stars - Somewhat uncomfortable, 3 stars - Neutral, 4 stars - Somewhat comfortable, 5 stars - Extremely comfortable



7. Addition comments:

8. By selecting submit, you are verifying that your responses are accurate to the best of your knowledge. *

Submit

Appendix E

Gantt Timeline

