This course supports the assessment for Evaluation Process and Recommendation. The course covers 2 competency and represents 2 competency units.

**Introduction**

**Overview**
Evaluation Process and Recommendation focuses on implementing and interpreting an evaluation and reporting the results and recommendations to stakeholders.

**Getting Started**

This course will test your knowledge of the evaluation process and your ability to recommend revisions.

You may be asking yourself the following question:

- Will I really be able to answer my evaluation questions?
- Will I know what revisions to make to an instructional product?
- Will I pass the performance assessment if I find that my instructional goal is not met?

You will learn the answers to these questions as you work through the course and develop and implement a formative evaluation plan. Following through on your evaluation plan will help you understand the value of each part of the plan.

Evaluation is a tool that can help teachers and other educational professionals assure stakeholders either that programs are meeting outcomes for continued improvement (an example of formative evaluation), or that a program should be continued (an example of summative evaluation). The educational professional knows how to evaluate programs and make recommendations for their improvement. Not intimidated by data or analysis, the professional educator (i.e., you) exits his or her M.Ed. program with these skills.

Watch the following video for an introduction to this course:

*Note: To download this video, right-click the following link and choose "Save as...": [download video].*

**Competencies**
This course provides guidance to help you demonstrate the following 2 competencies:

- **Competency 506.4.1: Designing an Evaluation Plan**
  The graduate develops a formative or summative evaluation plan.

- **Competency 506.4.2: Implementation and Interpretation of Evaluation**
  The graduate completes an evaluation and reports the results and recommendations.
Teaching Dispositions Statement
Please review the Statement of Teaching Dispositions.

Course Instructor Assistance
As you prepare to demonstrate competency in this subject, remember that course instructors stand ready to help you reach your educational goals.

Successful students report that working with a course instructor is the key to their success. You should expect to work with course instructors for the duration of your coursework, so you are welcome to contact them as soon as you begin. Course instructors are fully committed to your success!

Preparing for Success

The information in this section is provided to detail the resources available for you to use as you complete this course.

Learning Resources
The learning resources listed in this section are required to complete the activities in this course. For many resources, WGU has provided automatic access through the course. Read the full instructions provided to ensure that you have access to all of your resources in a timely manner.

Automatically Enrolled Resources

You will be automatically enrolled at the activity level for the following learning resources. Simply click on the links provided in the activities to access the learning materials.

VitalSource E-Text


Optional VitalSource E-Texts

The following textbooks are useful references but are not required reading. These texts are optional and will not be linked specifically in any of the activities, but you have access to this resource in e-text form by clicking the linked title provided below.


Pacing Guide

Week 1
- Preparing for Success
  - Data Collection and Analysis

**Week 2**

- Interpretations and Recommendations

**Week 3**

- Evaluation Report, Part 1

**Week 4**

- Evaluation Report, Part II
- Complete Task 1 in Taskstream

**Data Collection and Analysis**

This section covers the initial steps of data collection, data analysis, and results summary.

**Evaluation Plan**

For this part of the course you will implement a formative evaluation plan. You will complete notebook assignments that will lead you through completing a formal evaluation plan step-by-step. These notebook assignments will help you complete your Taskstream task at the end of the course.

**Data Collection and Analysis Study Notebook Assignment - Part 1**

Provide your evaluation question and your evaluation tools and types of data to be collected from your evaluation plan, as well as any other data collection instruments, thoroughly covering all three phases (SME, one-to-one, and small group).

**Data Collection**

For this notebook assignment you will include an appendix that will include one completed instrument representing each tool used in the evaluation. However, for other papers using APA style, you would create a separate appendix for each instrument.

**Survey Participants**

If you are using a survey or questionnaire as part of your formative evaluation data collection, it can be difficult to obtain the completed questionnaire from participants because they might not want to take the time to fill it out.

Think about ways you can persuade participants to comply with the survey request and record those suggested methods in your notebook.

**Data Collection and Analysis Study Notebook Assignment - Part 2**

Using your evaluation plan as a guide, gather data with your evaluation tools for all three phases (SME, one-to-one, and small group) of the evaluation.
Provide in an appendix at least one completed instrument for each evaluation tool listed in part A (e.g., a participant's survey or notes from an interview).

**Data Analysis**
You will analyze your collected data and explain how you analyzed each data set. Beware: simply restating how the data were gathered and how you will use the results is NOT data analysis. You should analyze the data in order to obtain meaningful results.

**Data Collection and Analysis Study Notebook Assignment-Part 3**

Describe the analysis process for each type of data collected.

**Reporting Results**
Once you have evaluated the data, you must report it in a standardized way. Use the APA-style table to report your evaluated data.

An APA-style table is more than it appears to be. You must discuss a few of the most interesting features of the table and refer to the table by its label (such as Table 1) in the body of the text before the table appears. For example, you might write, "Notice that in Table 1 the XXX is twice as large as YYY."

This information should precede the table. Do not just present a table of data without providing an explanation of why it is there and why the information in it is important.

**APA-Style Table**
After creating the best APA-style table you can, you may send it to the course instructor if you would like to receive feedback prior to submitting this task.

The APA style guide, which is a required text, will have additional information about how to format tables. In your summary table, include the number of participants, either a range of scores or a summary statistic on the variance (such as the standard deviation), and a measure of central tendencies, such as the mean.

**Data Collection and Analysis Study Notebook Assignment-Part 4**

Summarize the results of the evaluation.

- Present results from the data analysis in an organized, APA-formatted table
- Provide a narrative description of the data analysis based on the tables.

**Interpretations and Recommendations**
This section covers concepts associated with data interpretation and revision recommendation.

You will conduct a formative evaluation following the development of an evaluation plan. You will organize the results into strengths and weaknesses and recommend revisions to the instructional product.

**Evaluation Questions and Results**
You will use the evaluation questions and "Data Collection and Analysis" from a developed
evaluation plan. You can use "Data Collection and Analysis" from the previous notebook assignment.

Interpretations and Recommendations Study Notebook Assignment-Part 1

Provide your questions from your evaluation questions notebook assignment, and the table and narrative description of data analysis from your data collection and analysis notebook assignment.

Data Interpretation
Although program strengths would not normally be reported in a formative evaluation, you will report both strengths and weaknesses.

Weaknesses in Your Instructional Product

Respond to the following questions in your notebook:

- What should you do if you did not find at least two weaknesses in your instructional product?
- Which findings would more likely be characteristic of a good formative evaluation?
  - To your great satisfaction, you found twice as many strengths as weaknesses in your instructional product, or
  - you found that the majority of the objectives were not met and there were errors and problems in every section of the instructional product.
- Why did you choose the answer you did in the above question?

Interpretations and Recommendations Study Notebook Assignment - Part 2

Write part B of the "Interpretations and Recommendations" task. You have already shared the strengths and weaknesses in the previous activity.

Recommended Revisions
In a formative evaluation, revisions would be recommended in order to improve the product or program. As you propose revisions, be sure to tie them to specific details in the results. For example, you might write, "More than half of the small group participants found the directions for the module 2 assessment to be confusing, therefore it is recommended that those directions be revised for improved clarity."

Interpretations and Recommendations Study Notebook Assignment - Part 3

Based on the evaluation, suggest revisions to the product or program to correct its weaknesses.

Evaluation Report, Part I

You will compile a full evaluation report. The report consists of an abstract, a table of contents, your evaluation questions, your data collection instruments, and an interpretation of the data collected. In addition to putting together these different elements in the report, you will also synthesize the results and make recommendations to your stakeholders.

As an educator, you should be prepared to use a similar evaluation process as you evaluate your efforts, reflect on their results, and take steps to improve the teaching and learning in your classroom.
Official Evaluation Report

Much of this part of the assignment may be copied and pasted from the prior two study notebook assignments. You will also reflect on any changes you might make for future formative evaluations. This assignment is your opportunity to synthesize various activities into a single product and integrate previous learning into that final product.

Evaluation Report Study Notebook Assignment-Part A

Write part A of the "Evaluation Report" assignment. In addition to the previous elements requested in your notebook, you will provide an abstract, include a table of contents, and discuss any changes you would make.

If you need help writing the abstract, please refer to material in your resources on abstracts.

In an APA-formatted report, provide the following information:

1. abstract (suggested length of up to 120 words)
2. table of contents
3. evaluation questions
4. description of your data-collection instruments
5. one blank copy of each data-collection instrument, provided in an appendix
6. description of your data sources for each data-collection instrument
7. at least one completed copy of each data-collection instrument, provided in an appendix
8. summary of the evaluation results in both table and narrative forms
9. interpretation of the evaluation results in terms of the product or program being evaluated, including its strengths and weaknesses
10. suggested revisions to the product or program to correct its weaknesses
11. description of the stakeholders to whom you would give the executive summary (part B) and the presentation (part C)

Evaluation Report, Part II


Executive Summary

An executive summary is an enlarged abstract, usually about two pages long. It would be placed in the front of the full report and would also be provided to appropriate stakeholders by itself, without the report. It may be obvious, but the purpose of the executive summary is to help busy people understand the product, the evaluation process, and the evaluation results quickly.

Evaluation Report Notebook Assignment-Part B

Write an executive summary appropriate for the stakeholders.

Note: An executive summary is a two-page overview of each of the components of the evaluation.

Slideshow Presentation
Summative evaluations should be reported in ways that are appropriate for each set of stakeholders. Formative evaluations are not usually reported to a wide variety of stakeholders because the results will only be used by the teacher or program developer to make improvements. However, this notebook assignment does call for a formal report using an alternative method to full written report. You can summarize the full report in a slideshow presentation.

**Evaluation Report Notebook Assignment-Part C**

Create a presentation (e.g., PowerPoint) that summarizes all the appropriate information included in the report and that would be appropriate for the group of stakeholders on the project.

Use design elements that contribute to the purpose of the product.

*Note: Design elements include, but are not limited to, appropriateness, consistency, desirability, and creativity in the form of font, emphasis, color, layout, and images.*

**Complete: Task 1 Performance Task**

Complete the following task in Taskstream. It is recommended that you use [this template](#) to complete the task.

- Evaluation Process & Recommendation: Task 1

For details about this performance assessment, see the "Assessment" tab in this course.

For details on task scoring, read "[Evaluation of Performance Tasks With a 5-Level Rubric](#)."

**Final Steps**

Congratulations on completing the activities in this course! This course has prepared you to complete the assessment associated with this course. If you have not already been directed to complete the assessment, schedule and complete your assessment now.