

## National Training for Counselors and Mentors

Funding Education  
Beyond High School



Academic Year  
**2009-10**

## Evaluation Response Spreadsheet Instructions

Academic Year  
**2009-10**

Once you have tallied all the responses from your evaluation forms, you are ready to start entering the data into the evaluation response spreadsheet.

Begin by opening the spreadsheet and entering your state in the appropriate box.

Each question from the evaluation form is represented by a chart in the Excel spreadsheet. The spreadsheet also has formulas programmed into it, so when entering data, be careful to place it in the correct cell.

Once you begin entering numbers into their proper place, you will see that the spreadsheet calculates the total and average for each response. All you need to do is enter the number.

Some of the questions from the evaluation form are open-ended, meaning an attendee can write their own response. In order to get a general sense of the responses, you will need to group these open-ended answers into different categories.

Some responses might be similar to those received last year, so we've taken the open-ended response categories from the 2008-09 evaluation responses and entered them into the evaluation spreadsheet. Read through the open-ended responses from each question to group them into a category.

If you are reading a lot of responses that fit into a category that you don't see listed, create your own and enter in into the purple "Enter Other Response Here" cell.

The last question of the evaluation form is for additional comments or suggestions. As you read through these, look for quotes that say a lot and give detail. Enter several of these quotes into the last chart of the spreadsheet.

Lastly, save the file with your state in the title and email it to [NT4CM@ed.gov](mailto:NT4CM@ed.gov).

And most importantly, thanks for your help with the evaluation!