

Tool 28-5. Instructions for Using Evaluation Spreadsheets

This “tip sheet” will describe the format of the spreadsheets and provide you with tips for using both the training and computer-based-training (CBT) spreadsheet tools successfully.

About the Spreadsheet Files

Formulas and pivot tables were used to automate the creation of your charts as much as possible. The “hide” feature in the application was used to minimize clutter on your screen, but you can “unhide” the “columns” that average out the categorical ratings for each line item you enter and “unhide” the spreadsheet with the pivot table that allows you to filter information on the chart (see the table below). To use the “unhide” feature, select all, go to “Format,” hover over “Column” or “Sheet,” and click “Unhide” to see the hidden columns or pivot table.

How to Enter Data

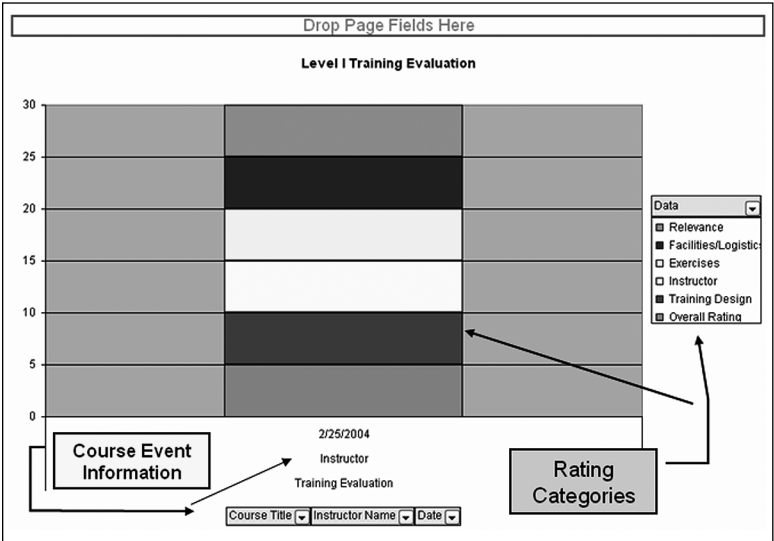

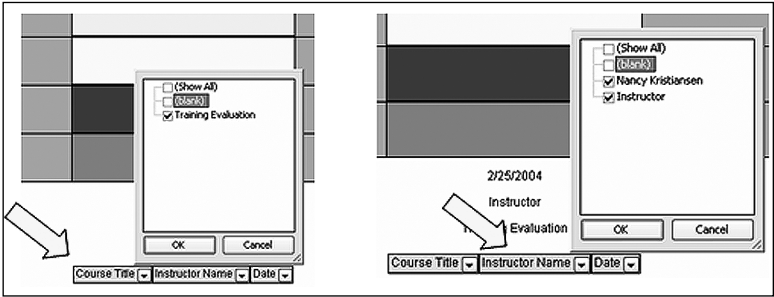
Step	Description
1	Choose the tab on the bottom of the spreadsheet that says “Enter Data.”
2	Enter the training event information (date, course title, instructor if applicable). Add events as they occur, creating a log of events.
3	Enter the total number of level I evaluation sheets completed.
4	Add up the ratings from each completed sheet for each statement on the form. NOTE: The diagonal column labels reflect the rated items on the form. Also note that labeled columns are grouped into categories just as they are on the form.

The screenshot shows the Microsoft Excel - LEI Training Evaluation Spreadsheet. The spreadsheet is divided into several sections. The top section contains a menu bar (File, Edit, View, Insert, Format, Tools, Data, Window, Help) and a toolbar. Below the toolbar, the spreadsheet is organized into columns and rows. The first column (A) is labeled 'Facilities Logistics'. The second column (B) is labeled 'Relevance'. The third column (C) is labeled 'Exercises'. The fourth column (D) is labeled 'Instructor'. The fifth column (E) is labeled 'Training'. The sixth column (F) is labeled 'Overall'. The seventh column (G) is labeled 'Overall Average Rating'. The eighth column (H) is labeled 'Date'. The ninth column (I) is labeled 'Course Title'. The tenth column (J) is labeled 'Instructor Name'. The eleventh column (K) is labeled '# Sheets'. The twelfth column (L) is labeled 'Overall Rating'. The thirteenth column (M) is labeled 'Objectives'. The fourteenth column (N) is labeled 'Topics organized and understood'. The fifteenth column (O) is labeled 'Appropriate pace'. The sixteenth column (P) is labeled 'Appropriate level of difficulty'. The seventeenth column (Q) is labeled 'Performed well overall'. The eighteenth column (R) is labeled 'Knowledge'. The nineteenth column (S) is labeled 'Error'.

Annotations on the screenshot include:

- A callout box pointing to the 'Format' menu and 'Column' option, stating: "Hidden columns perform averaging calculations for the ratings automatically and a hidden sheet contains the pivot table that goes with the chart."
- A callout box pointing to the 'Enter Data' tab, stating: "Enter training event information and the # of sheets completed"
- A callout box pointing to the 'Overall Rating' column, stating: "Add up the ratings from all sheets for each question on the form and enter the totals in the appropriate cells."

How to Set Up and Use the Chart

Step	Description
1	<p>Choose the tab on the bottom of the spreadsheet that says "Multiple Sessions Chart" (training programs), or "Multiple Programs Chart (CBT)," depending on the file you are using.</p> <p>NOTE: The dropdown buttons on the chart, on both X and Y axes are filters that allow you to select the information that will be visible on the chart.</p> 
2	<p>Every time you enter new event information on the spreadsheet, you will have to click on the red exclamation mark ! in the pivot chart toolbar at the top of the screen to "refresh" the chart with the new data.</p> 
3	<p>Choose the event information you want to see on the chart by clicking on the buttons on the X-axis and clicking on the check boxes to select or unselect.</p> <p>For example, you might want to choose a range of dates and all course titles, or results for one course title for all event dates.</p> 

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Categorical ratings data are on the Y-axis, with a legend on the right to indicate the categories.

Choose the categories to show on the combination bars in the same manner as event information. You can view all categories, or just one, depending on your needs.

NOTE: The scale allows for a total of 30 to accommodate the highest possible rating for a single event or CBT program if the average rating for each category was 5. If, for example, the exercises were not highly rated, its section on the bar would be thinner and the overall rating would be less than 30 as a result.



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Print your chart and be sure to save your file before closing it to avoid losing any new data you added.

NOTE: It is possible to modify your spreadsheets, and experimentation is encouraged.