Online Classes with Survey Responses Reporting Instructions

These instructions are for your online adult classes that have survey responses in PEARS. These classes may have been taught through Facebook or Zoom. The instructions describe how to obtain your program reach and demographics from your surveys and have them populate the ‘Demographics’ section of your program activity entry.

If you taught online adult or youth classes, but no one completed the survey you will delete your program activity and create an indirect activity for that class. To do so, follow the set of instructions you have received entitled, “Facebook Classes with No Survey Responses Reporting Instructions.”

Step 1: Determine if your Program Activities have any surveys attached

- **PEARS → Analyze → Program Activities**
  - This will list all of your program activities for the year.
  - They are sorted by the date that the entry was last modified. The most recent modification (not necessarily class) is first.
- **The I/R column**
  - I= instruments (aka surveys) that you attached to this program.
  - R= responses to your surveys.
  - Example: If your I/R column is 1/3 that means you have one type of survey attached (ie. CBH one-time survey) and 3 people responded to your survey.
- **For any ONLINE program activity that does not have any survey responses you will need to delete that program activity and create a new indirect activity for that class.**
  - Follow the instructions in, “Facebook Classes with No Survey Responses Reporting Instructions.”
    - This includes both adult and youth programming.

Step 2: For Program Activities that have survey responses

- **Once you are no longer collecting survey responses for the program activity you can use the Auto-Calculate feature in the demographics section.**
- **Go to the demographics section → click auto-populate**
• This will fill out the reach and all of the demographics questions (gender, age, ethnicity, and race) you need for that section.
• If you have survey responses added after you click Auto-populate, you can click it again and it will update your reach and demographics.

Step 4: Mark your Program Activity as COMPLETE
• Once you have entered your data and you are not planning to share the link to the survey any longer you can mark the Program Activity as complete.
• You do not need to do anything with any other data from your spreadsheet including the responses to Likert scale questions or the email address for the newsletter.