

B-WET National Reporting and Evaluation



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PURPOSE:

Review how grantees are asked to report on their grant activities

1. Progress Reports
2. National Evaluation System





Focus on **MWEEs**



1.

PROGRESS REPORTS



	PROGRESS REPORTS	NATIONAL EVALUATION
Platform	Grants Online	Qualtrics web-based surveys
What does the PI do?	Uploads Word document (see progress report guidance) to Grants Online	1) completes the grantee survey; 2) provides teacher contact info for teacher survey
Purpose	Tracks progress toward specific tasks in a grant	Tracks satisfaction with, and outcomes of, the B-WET and MWEE approach
Scale	Project/local level evaluation, data reviewed by grant	National/regional level evaluation of B-WET approach, data reviewed in aggregate
Timing	Every 6 months from the start of your grant (or as established in your award)	At the end of each grant year, and periodically during grant for PD projects

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NOAA B-WET Progress Report Guidance

The following guidance includes suggested information to include in progress reports. Please contact your B-WET Program Manager if you have any questions.

- **Semi-annual Progress Reports** that detail the work being done during the award are due every six months, according to the schedule set out by your Federal Program Officer at the beginning of the award. You have 30 days after the end of the reporting period to submit the semi-annual report in Grants Online.
- A **Final and Comprehensive Progress Report** that details the work that was done over the entire award is due 90 days after end of the award period. This report should also be submitted via Grants Online.

NOTE: Failure to submit reports in a timely manner can result in severe consequences, including suspension of payment, and even suspension or termination of the award. Contact your B-WET Program Manager as soon as possible if you will not be able to submit your report by the deadline.

General Guidelines:

- *Be concise (no need to report on every detailed activity; focus on the larger outcomes/deliverables).*
- *Report on progress made in relation to the timeline, milestones, and tasks that were described in your proposal.*
- *Be sure to include any concerns, delays, challenges, complications or other unexpected changes that you've encountered.*
- *There is not a recommended page number or limit. The only rule is to include the items suggested below in a concise manner.*
- *Please also include links or select attachments that illustrate your progress (newspaper articles, photos of students' work, survey results, lessons developed, etc).*



**REPORT
GUIDANCE
AVAILABLE**



STEWARDSHIP ACTIONS

Students participate in an age appropriate project during which they take action to address environmental issues at the personal or societal level.



KNOWLEDGE CHECK

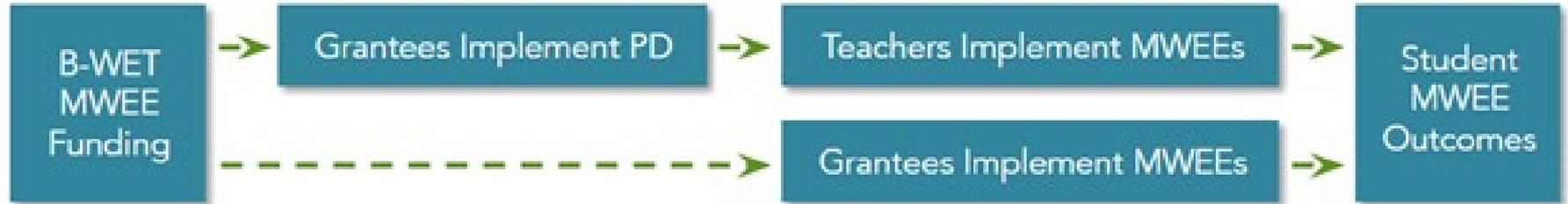
2.

B-WET NATIONAL EVALUATION SYSTEM



The B-WET National Evaluation System

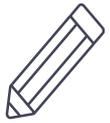
Designed to evaluate Meaningful Watershed Educational Experiences (MWEEs)



"Best Practices"

What do we do with the data?

- ▶ Ensure anonymity – intention is not to evaluate an individual teacher or grantee
- ▶ Grantees may view their post-PD Survey and follow-up MWEE implementation survey results in aggregate through password protected private reports
- ▶ **B-WET and NOAA will review data in aggregate at the regional and national levels and use it to inform program improvements**



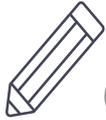
How the Data is Collected





Components of the National Evaluation System:

- ▶ For Grantees:
 - ▶ Teacher Contact Information Survey
 - ▶ Annual Grantee Survey
- ▶ For Teachers:
 - ▶ Professional Development Survey following the completion of all PD
 - ▶ Follow-up MWEE Survey at the end of the following school year



Grantee Survey

- ▶ All grantees (regardless of project type) will be asked to complete an online survey at the end of your grant period (or once per year if your grant is multiple years).
- ▶ What is asked on the annual grantee survey:
 - ▶ Grantee satisfaction with B-WET program
 - ▶ Student MWEE goals and implementation
 - ▶ PD goals and implementation
 - ▶ Project descriptive information



Teacher Contact Information Survey

- ▶ If you have a Teacher PD or Exemplary grant, we will ask you to complete an online form to provide contact info for the teachers who participate in your professional development (PD). If you have multiple cohorts of teachers, you may complete this form, emailed monthly, as many times as needed over the course of your grant.

Teacher Contact Information Survey

- ▶ You will be asked for:
 - ▶ Your **NOAA award** number
 - ▶ Your contact information
 - ▶ Teachers' **email addresses** (No other teacher contact information is requested.)
 - ▶ **Dates** of the professional development you plan to provide.

Defining a Teacher Cohort

- ▶ A single cohort should all participate in activities associated with a single grant award, and those activities should be completed around the same time.
- ▶ If you work with the same cohort of teachers over several years of a multi-year grant, the end date will be the end of the entire PD interaction, even if it is 2-3 years in the future.
- ▶ Teachers should only receive the PD survey once at the end of their **entire** period of work with your organization as part of this grant.
- ▶ If you have questions about how to define a cohort of participants for your grant, please contact me or your regional program manager to discuss!

Tips for Teacher Contacts!

- ▶ It is very important to provide an accurate anticipated end date for the entire professional development (PD) activity when all of your interactions with that group of teachers will be complete
- ▶ Please submit contacts once you know who has participated, ideally at least one month prior to PD end date
- ▶ It is Ok (even better!) to wait until later in PD so you will know for sure
- ▶ Please contact me if you need to make changes to contacts you have already submitted

Preview of Teacher Contacts Form



Q1. Please enter your NOAA B-WET award number. Your NOAA B-WET award number has 14 letters and numbers, such as NA12NMF4638049. The award number will be used to 1) identify your region, not your organization, and 2) allow us to link information provided by your project's teachers.

Q2. In case teachers have questions about the B-WET survey, your contact information for NOAA B-WET, will be included in the email that is sent to you.

First Name

Last Name

Organization Name

Your Email Address

Your Phone Number

Q4.

Please provide the dates when your professional development interaction began and ended. The end date is for all of the professional development training provided to this cohort of teachers, so depending on your type of program, it could be 6 months, 7 months, or 8 months.

Use the format MM/DD/YYYY, such as for June 9, 2013, enter 06/09/2013.

Start Date (MM/DD/YYYY)

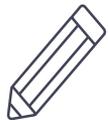
End Date (MM/DD/YYYY)

Q5.

Please provide the email addresses of the teachers who participated in your professional development. These email addresses will be used for distributing a NOAA B-WET questionnaire link. The teachers' data will be anonymous.

Please list up to 30 teachers' names and email addresses. If more than 30 participated in your professional development, please complete this survey again to add the additional teachers.

PLEASE CLICK ON THE SUBMIT BUTTON AT THE BOTTOM OF THE PAGE WHEN YOU ARE FINISHED ENTERING EMAIL ADDRESSES. THANK YOU!



What we'll ask your teacher participants to do:

- ▶ The teachers for whom you have provided email contacts will be asked to complete two online surveys at different times:
- ▶ Following their professional development experience as part of your grant they will receive the **Teacher PD Survey**, which asks them to provide information about their experience in the professional development, their intentions for instruction as a result, and their anticipated student outcomes.
- ▶ At the end of the following school year they will receive the follow-up **Teacher MWEE Survey** which asks for information about how they actually implemented MWEEs with their students and student outcomes.

KNOWLEDGE CHECK



Please participate in this data collection!

- ▶ Encourage your teachers to respond!
 - ▶ Response rate is a major challenge
 - ▶ Wherever possible please try to incorporate participation in this project into your existing requirements for PD program completion



Please participate in this data collection!

- This system is not designed to *replace* your project level evaluation.
- Your participation helps us troubleshoot and improve the system.

What's Next?

- ▶ In the coming weeks the PI/point of contact for your grant will receive:
 1. A Qualtrics-generated “pre-notification” message
 2. A confirmation directly from me sent at the same time to ensure you are able to receive the system-generated emails
- ▶ Let me know if you have trouble receiving Qualtrics messages or if there is a different point of contact that you prefer receives the evaluation emails



Evaluation Resources

- ▶ Survey instruments
- ▶ Grantee instructions
- ▶ Overview presentation

<https://www.noaa.gov/office-education/bwet/grantee-resources/national-evaluation>



Resources for Evaluation System

As part of this evaluation system, recipients will ask teacher-participants in grantees' professional development programs to voluntarily complete online questionnaires to evaluate the program. One individual from each grantee organization will complete the questionnaire once per year of the award. For the first year, teacher-participants will be asked (using email or other communication organization) to complete one questionnaire before the professional development and one after implementing the program. Experiences with their students (at the end of the program) should be able to complete their questionnaire. The questionnaire is the nature of their program) and teachers, volunteers, and other teachers who respond to the questionnaire.

Grantee Instructions (PDF)

Start here to learn about the mechanics of the evaluation system and how to participate.



Other Resources

- ▶ [NOAA B-WET Progress Report Guidance](#)
- ▶ Communication Toolkit:
https://www.noaa.gov/office-education/bwet/comm_toolkit



Other Resources

- ▶ MWEE Educator's Guide:
<http://baybackpack.com/mwee/what-is-a-mwee>
- ▶ MWEEs and PD during the pandemic resources



FOR MORE INFORMATION ON B-WET EVALUATION:



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<http://www.noaa.gov/office-education/bwet>

<http://www.noaa.gov/office-education/bwet/grantee-resources/national-evaluation>

<http://www.facebook.com/noaabwet>



Q&A and Group Discussion





THANKS!

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