

**Rutgers Cooperative Extension Program Evaluation/Older Youth Audience  
DATA ENTRY SECTION (columns A-M below)**

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**Directions:**

1. This Excel worksheet is for entering data and calculating results from Older Youth Audience version of RCE Program Evaluation (teaching evaluation) form ONLY.
2. Save a blank version of this worksheet and use a new one for each session taught.
3. Start by adding Program Title, Date, and Name of Presenter in Column P at right.
4. For each completed evaluation form, enter it beginning with Student# in Column A (row 29).
5. Tab over each column to answer evaluation questions beginning with Q3.
6. Questions 1 & 2 cannot be entered in Excel. Use Word to summarize comments.
7. For Questions 3-9 (Q3 to Q9 in columns B-H ) enter Yes or No  
Notice that once you type in a word such as Yes, you will only need to type in Y after that.
8. For questions 10 & 11 (Q10 & Q11 in columns I & J), enter a corresponding number:  
Poor=1, Fair =2, Okay=3, Very Good=4, Excellent=5
9. For question 12 (Q12 in column K), enter a grade number. Use 14 for Adult.
10. For question 13 (Q13 in column L) enter Male or Female.
11. For Questions 14 (Q14 in column M ) enter Yes or No.
12. After entering one student's information, return to next student number in next row in column A.
13. Up to 100 students can be entered for a session.
14. Save the file regularly as you enter data to prevent entered data from being lost.
15. Results are calculated automatically in the results section beginning in column P at right.
16. To print results, use mouse to select (highlight) results section and then choose Print from File menu to print only the selected cells in the results section (P1 through AA30).

Student #	Q-3	Q4	Q-5	Q-6	Q7	Q8	Q-9	Q-10	Q-11	Q-12	Q-13	Q-14
1	Yes	no	no	no	Yes	Yes	yes	5	1	4	male	yes
2	No	yes	no	yes	No	No	no	4	2	5	female	no
3	Yes	no	no	no	No	No	yes	3	3	6	male	yes
4	No	yes	no	yes	Yes	Yes	no	2	4	7	female	no
5	No	no	no	no	No	Yes	yes	1	5	8	male	yes
6	No	yes	no	yes	Yes	Yes	no	5	6	9	female	no
7	No	no	yes	no	No	No	yes	4	7	10	male	yes
8	No	yes	no	yes	Yes	Yes	no	3	8	11	female	no
9	No	no	yes	no	No	Yes	yes	2	9	12	male	yes
10	No	yes	no	yes	Yes	Yes	no	1	10	13	female	no