

Data Collection with Google Forms (Beginner)

Overwhelmed with data collection? Collecting data, but having a difficult time making sense of all the information you are collecting? During this webinar, we will briefly discuss the legal requirements of data collection, writing S.M.A.R.T. goals and using data collection to monitor student learning and to inform instruction. We will explore how Google Forms can help meet data collection needs.

Learning Objectives/Outcomes: At the end of this session, participants will be able to:

- Write a S.M.A.R.T. goal and develop a plan for collecting data to demonstrate progress.
- Determine a corresponding question type in order to collect appropriate data on learning objectives/therapy goals.
- Use the Summary of Performance feature in Google Forms or the Form Response Sheet to analyze data collected and inform instruction.
- Create a Google form to collect and organize data from the developed plan.

Presenter Information: Lynda Hartman is the educator/consultant for NCSSED's Integrated-Assistive Technology Services Department. She has an M.A. in Special Education (Learning Disabilities), an M.L.S. in Assistive Technology (AT) and is a Google Certified Educator. Lynda has taught students across the continuum of environments and age levels. She designed/taught an undergraduate AT class, presents webinars and presents/facilitates workshops on various topics across Illinois and at state/national conferences.

Anne Leahy is a licensed speech-language pathologist and a member of the American-Speech-Language-Hearing Association (ASHA). Currently, Anne works as an Augmentative and Alternative Communication (AAC) Coach for NCSSED's Integrated-Assistive Technology Services Department. She has previously worked in a therapeutic school setting for children and adults with Developmental Disabilities and Autism, including those with complex communication needs. Anne collaborates and supports teams in the assessment and utilization of AAC equipment.

Financial Disclosures: Lynda Hartman & Anne Leahy are employees of Northern Suburban Special Education District. When contracted to present a session on a specific topic or work on a special project, Lynda Hartman receives a fee from UCP Seguin/Infinitec.

Nonfinancial Disclosures: No relevant non-financial relationship exists

This training will be offered twice this school year.

- **Location of Course:** Live Zoom Session
Date of Course: Thursday, October 1, 2020
Course start & end time: 1:00 pm to 2:30 pm
- **Location of Course:** (NTC) NCSSED Training Center; Highland Park, Illinois
Date of Course: Monday, February 22, 2021
Course start & end time: 8:30 am to 3:00 pm.

Participants should bring a laptop and a mobile device (if available) with access to Google Drive. Participants should also bring some examples of goals and/or data that they are already collecting or need to collect that they would like to set up using Google Forms.

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Satisfactory Completion:

Credit for attending a course is based on your signature on the sign in sheet as well as sign out sheet. All virtual courses will be held via Zoom Meetings or Zoom Webinar. Once registered, an email will be sent a week before the session with the link and instructions on how to join the Zoom Meeting/ Webinar. If attending a virtual course, attendance is based on your virtual signature in and out of the session. You will be asked to type your full name into the chat feature on Zoom when you enter the meeting and again type your full name before you leave the meeting. Failure to provide a virtual signature in and out may result in partial or no credit. Live Zoom Webinars will track your attendance automatically. Participants are expected to attend the entire session to earn credit. Partial attendance may result in partial or no PD credit.

All participants must complete an electronic evaluation of the class within two weeks of the session or final session to be sent a certificate. Individual courses may specify additional requirements for satisfactory completion, please check the course description for additional requirements.

Cost Information: Workshop fees are waived for NSSD employees, Member District* employees, and parents of students in our member districts. For individual participants who do not meet the above criteria, this course participation fee is **\$150.00**.

All Registration or material fees will be billed directly to the school district that employs the participant after the session is complete or the first session in a series is complete. Individuals are asked to not bring payment to the session.

Cancellations: There is no cancellation fee, though we ask for advanced notice to open the spot for another person. NSSD reserves the right to cancel any workshop due to low enrollment.

Refunds: NSSD does not charge prior to the start of the course. If an individual attends the first day of a learning series but is unable to attend the remaining sessions, the school district that employs the participant is able to designate an alternate person. It is up to the individual no longer attending the program to give their replacement the information learned in the first session.

***Member Districts include:** Northbrook 27, Northbrook 28, Sunset Ridge 29, Glenview/Northbrook 30, West Northfield 31, Glenview 34, Glencoe 35, Winnetka 36, Kenilworth 38, Lake Bluff 65, Lake Forest 67, Bannockburn 106, Deerfield 109, North Shore 112, Township HS 113, Lake Forest 115, New Trier 203, Glenbrook 225.

Have a question? Check out the [Professional Learning FAQs](#) or contact professionallearning@nssed.org.