

EVALUATION DOCUMENTS THE PERFORMANCE LAB

October 2003

Given the litany of challenges to overcome in exploring this highly experimental new form of teaching and learning, it is nothing short of amazing that every single person interviewed was excited and optimistic about the long-term applications of interactive technology to teaching and learning in the arts. ...

TPL has accomplished a great deal in a short period. It has a talented, committed staff and visionary leaders. There is potential for growth in the quality of the technology, the effectiveness of training and the communication among the players. Systemizing and prioritizing its actions and clearly defining its mission can help TPL achieve its marvelous potential.

**From Sharon Varosh's Evaluation
THE PERFORMANCE LAB**

Evaluation Process for Interactive Events

Below is information about our evaluation process and the enclosed forms.

Please contact Dannell at TPL 612-870-2692 if you have any questions.

Form Title	Purpose of form	Who's involved	How to administer	Return to TPL
<i>Base Line Data</i>	information about technical set-up and difficulties	completed by technical director	to be completed directly following an event	mail forms within 7 days of event
<i>Coach Evaluation</i>	written reflections about their experience	lead coach	to be completed at end of event	mail forms within 7 days of event
<i>Student Evaluation</i>	written reflections about their experience	all students/on camera participants	to be completed at end of event	mail forms within 7 days of event
<i>Tech Staff Evaluation</i>	written reflections about their experience	assistant coach, tech director, audio technician, camera person(s), etc.	to be completed at end of event	mail forms within 7 days of event
<i>Audio Discussion Questions</i>	questions for evaluator to ask to initiate discussion about the event. Can add more questions based on responses of	coach & students	to be completed after written evaluations at end of event. set up a video camera to record the audio & pointing away from the participants so not to capture their faces or identity.	mail video tape within 7 days of event

	participants.			
<i>Coach Follow-up Evaluation</i>	to gather information about the lasting effects of participating in an event.	lead coach (student input is optional)	give to the coach after the event for them to complete within the next month. Make sure TPL administrator has coach's email for follow-up	complete and mail 1 month after the event

Please return completed forms and video tape to:

Dannell Dever
The Performance Lab
528 Hennepin Ave. S.
#615
Minneapolis, MN 55403

BASELINE DATA SITE 1

TIME (FROM... TO...):

LOCATION:

ART FORM:

SITE 1 PARTICIPANTS:

SITE 1 COACH:

SINGLE SESSION _____ OR SESSION # _____ IN A SERIES OF _____

DATE:

TPL TRACKING NUMBER _____

SPACE

floor composition: sprung floor _____ vinyl _____ wood _____ carpet _____ other _____

size of room: small (smaller than 20 X 20) _____ medium _____ large (larger than 40 X 40) _____

use of spatial orientation markers? yes _____ no _____ explain: _____

background: windows _____ cluttered walls _____ other _____

use of background masking yes _____ no _____

obstacles: _____

VISUAL

total number monitors _____

number large screen monitors _____

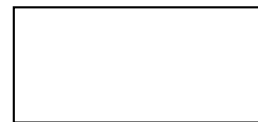
total number cameras _____

number mobile cameras _____

switching available yes _____

no _____

FRONT



placement of monitors

Did you experience any connection/video problems during this session? Yes _____ No _____

If yes, please explain:

AUDIO

total number microphones _____ wireless _____ handheld _____ omni mike _____

speakers: monitor speakers _____ stereo speakers _____

Did you experience any audio problems during this session? Yes _____ No _____

If yes, please explain:

Please note any other pertinent space/equipment information:

BASELINE DATA SITE 2

TIME (FROM... TO...):

DATE:

LOCATION:

TPL TRACKING NUMBER _____

ART FORM:

SITE 2 PARTICIPANTS:

SITE 2 COACH:

SINGLE SESSION _____ **OR SESSION #** _____ **IN A SERIES OF** _____

SPACE

floor composition: sprung floor _____ vinyl _____ wood _____ carpet _____ other _____

size of room: small (smaller than 20 X 20) _____ medium _____ large (larger than 40 X 40) _____

use of spatial orientation markers? yes _____ no _____ explain: _____

background: windows _____ cluttered walls _____ other _____

use of background masking yes _____ no _____

obstacles: _____

VISUAL

total number monitors _____

number large screen monitors _____

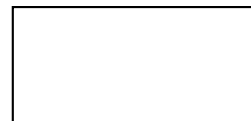
total number cameras _____

number mobile cameras _____

switching available yes _____

no _____

FRONT



placement of monitors

Did you experience any connection/video problems during this session? Yes _____ No _____

If yes, please explain:

AUDIO

total number microphones _____ wireless _____ handheld _____ omni mike _____

speakers: monitor speakers _____ stereo speakers _____

Did you experience any audio problems during this session? Yes _____ No _____

If yes, please explain:

Please note any other pertinent space/equipment information:

BASELINE DATA SITE 3

TIME (FROM... TO...):

DATE:

LOCATION:

TPL TRACKING NUMBER _____

ART FORM:

SITE 3 PARTICIPANTS:

SITE 3 COACH:

SINGLE SESSION _____ **OR SESSION #** _____ **IN A SERIES OF** _____

SPACE

floor composition: sprung floor _____ vinyl _____ wood _____ carpet _____ other _____

size of room: small (smaller than 20 X 20) _____ medium _____ large (larger than 40 X 40) _____

use of spatial orientation markers? yes _____ no _____ explain: _____

background: windows _____ cluttered walls _____ other _____

use of background masking yes _____ no _____

obstacles: _____

VISUAL

total number monitors _____

number large screen monitors _____

total number cameras _____

number mobile cameras _____

switching available yes _____

no _____

FRONT



placement of monitors

Did you experience any connection/video problems during this session? Yes _____ No _____

If yes, please explain:

AUDIO

total number microphones _____ wireless _____ handheld _____ omni mike _____

speakers: monitor speakers _____ stereo speakers _____

Did you experience any audio problems during this session? Yes _____ No _____

If yes, please explain:

Please note any other pertinent space/equipment information:

STUDENT EVALUATION

DATE:
TPL #:

BASELINE DATA

What was your attitude toward interactive technology **before** coming into this session? (circle one)

1 negative 2 skeptical 3 neutral 4 curious 5 excited 6 other _____

How much background with interactive technology did you have **before** this session? (circle one)

1 none; this is my first experience

2 have participated in other interactive events outside of TPL:

one session two to three sessions four to eight sessions nine or more sessions

4 have prior experience with TPL:

one session two to three sessions four to eight sessions nine or more sessions

PART I

How long did it take you to become accustomed to the technology during **this** session? (circle one)

1 I felt comfortable right away

2 a few minutes

3 about half way through the session

4 I felt comfortable toward the end of the session

5 I never felt comfortable with the technology because: _____

Did you feel well prepared coming into this session? (circle one)

1 yes 2 somewhat 3 no

What preparation were you given for this session? (circle all that apply)

1 an explanation of The Performance Lab's mission and goals

2 information about the coach/teacher's credentials

3 information about what to bring and what to wear

4 an explanation of what to expect when working with the technology

5 prior communication with the students from the other site

6 a practice session using the technology

7 prior experience with the subject matter being taught in the session

8 no preparation

9 other _____

What preparation would have helped you succeed in the session? (circle all that apply)

1 an explanation of The Performance Lab's mission and goals

2 information about the coach/teacher's credentials

3 information about what to bring and what to wear

4 an explanation of what to expect when working with the technology

5 prior communication with the students from the other site

6 a practice session using the technology

7 prior experience with the subject matter being taught in the session

8 I didn't need any preparation

9 other _____

Go To Page 2

DATE:
TPL #:

Did you know that TPL's website offers internet support for your coaching sessions? (circle one)

- 1 I knew about the internet options 2 I did not know about the internet options

If you were aware of the options, which TPL internet support tools did you use? (circle all that apply)

- 1 general information
2 video/audio clips
3 bulletin board
4 lesson information
5 tips
6 glossary
7 didn't find internet options useful because: _____

PART II

Did the technology affect your relationship with the teacher/coach? In what way?

What was your relationship with the students at the other site(s)?

Did you understand what was happening? Was there a way for you to ask questions or get more information if you needed it?

What did you learn? Will you carry anything away from this class that you wouldn't have gotten in a non-interactive class?

What was the best thing about your interactive technology session?

What changes would help you have a better learning experience?

COACH EVALUATION

DATE:
TPL #:

BASELINE DATA (please circle the most appropriate answer)

What was your attitude toward interactive technology before coming into this session?

- 1 negative 2 skeptical 3 neutral 4 curious 5 excited 6 other _____

How much background with interactive technology did you have **before** this session?

- 1 none; this is my first experience
2 have participated in other interactive events outside of TPL:
 one session two to three sessions four to eight sessions nine or more sessions
3 have prior experience with TPL:
 one session two to three sessions four to eight sessions nine or more sessions

PART I

How much time passed between TPL's first contact with you about this session and the actual session? _____
Was this amount of time (days; weeks; months)

- 1 too long; we lost our momentum
2 a little longer than necessary
3 just right
4 we could have used a little more time
5 too short; we didn't have time to prepare properly

What preparation were you given for this session? (circle all that apply)

- 1 an explanation of The Performance Lab's mission and goals
2 information about what to bring and what to wear
3 an explanation of what to expect when working with the technology
4 prior communication with the students from the other site(s)
5 prior communication with the coach(es) from the other site(s)
6 a practice session using the technology
7 prior experience with the subject matter being taught in the session
8 no preparation
9 other _____

What preparation would have helped you succeed in the session? (circle all that apply)

- 1 an explanation of The Performance Lab's mission and goals
2 information about what to bring and what to wear
3 an explanation of what to expect when working with the technology
4 prior communication with the students from the other site(s)
5 prior communication with the coach(es) from the other site(s)
5 a practice session using the technology
6 prior experience with the subject matter being taught in the session
7 I didn't need any preparation
8 other _____

Did you know that TPL's website offers internet support for your coaching sessions? (circle one)

- 1 I knew about the internet options 2 I did not know about the internet options

If you were aware of the options, which TPL internet support tools did you use? (circle all that apply)

- 1 general information
2 video/audio clips
3 bulletin board
4 lesson information
5 tips
6 glossary
8 didn't find internet options useful because: _____

Go to page 2

DATE:
TPL #:

How long did it take you to become accustomed to the technology during **this** session?

1 I felt comfortable right away

2 a few minutes

3 about half way through the session

4 I felt comfortable toward the end of the session

5 I never felt comfortable with the technology because: _____

PART II

How did the use of technology affect your relationship with participants (students) at your own site and at the other sites?

Did the role of the equipment and technical staff enhance your approach to communicating your material? Why or why not?

Did you accomplish what you set out to accomplish? If not, what stood in your way?

In your wildest dreams, what role can you envision for interactive coaching?

TECHNICIAN EVALUATION

DATE:
TPL #:

BASELINE DATA

Which role(s) did you fill during this session?

- 1 camera operator
- 2 mobile camera operator
- 3 assistant coach
- 4 set up

How much experience with interactive technology did you have **before** this session?

- 1 none; this is my first experience
- 2 formal TPL training, but this is my first live interactive experience
- 3 have participated in other interactive events outside of TPL:
 - one session two to three sessions four to eight sessions nine or more sessions
- 4 have prior experience with TPL:
 - one session two to three sessions four to eight sessions nine or more sessions

Describe your previous training (circle all that apply) :

- 1 have participated in TPL interactive sessions in another capacity
- 2 TPL training session of _____ days
- 3 already professional in the field for _____ years
- 4 other kinds of experience/training: (please circle all that apply)
 - 1 classroom media support
 - 2 personal mentorship
 - 3 private instruction
 - 4 Internet2 experiments
 - 5 traditional videoconferencing
 - 6 telephone conference calls
 - 7 WEBcam hookups
 - 8 other

Were you adequately prepared to fulfill your role in this session? What can TPL do to help?

Describe your relationship with the coach. Were you effective in helping them accomplish their goals?

Did you feel you had the tools at your command to help the coach communicate effectively?

What improvements to equipment would make the most difference to you? Why?

DISCUSSION QUESTIONS

(to be read by evaluator)

How was this interactive session different from your normal [dance, music, theater, etc] classes? How was it similar?

How did the technology [the cameras, monitors, microphones, and the technicians] affect you?

What did you learn? Did you learn anything that you could not have learned as easily in your normal classroom?

What else was important about this session?