

Information about Project Outcome is saved in X:/Project Outcome

- a) Surveys and informational handouts are also saved in this network folder.

Before your program:

1. Open the correct survey for your program
2. Type in the program name and date
3. Print however many copies you need
4. Hand out surveys at the end of the program.
 - a) Please point out to patrons that the ranking goes from Strongly Disagree on the left to Strongly Agree on the right.
 - b) Use the handout “How to Talk to Patrons About Surveys” for tips.

After your program:

1. Go to the Project Outcome website: www.projectoutcome.org
2. Type the Login: *****
3. Type the Password: *****
4. Under the Survey Management section on the left, click “View All Surveys”
5. Find your survey in the list. (You may use the limiters on the left side or scroll through the list)
6. Once you find the correct program survey, enter the attendance number for the program and click “update.”
7. Now click the “Enter paper responses” link in the orange box to the right
8. Click the orange button that says “Enter responses online” and just fill in the information for each paper survey, one at a time.
 - a) You do not need to save the paper surveys, as we will get all this data back in spreadsheet form at the end of the survey period.
9. Sign out by clicking the “Log Out” link in blue at the top right of the page.

Thank you! You are helping us collect valuable data about library programs so we can assess our true impact on the people we serve, improve our offerings, and share our story with the community.

If you have questions, please talk with Kristi Miller or Lynnette Singh.