

Ed Tech Rapid Cycle Evaluation Coach

What You'll Need to Get Started

This document outlines some basic requirements for running your own rapid cycle evaluation and the steps you will take through the Coach. Along the way you might have to bring in other members of your team (such as a data analyst) to help.

Before you can begin crafting an evaluation within the Coach you will need the following:

- An educational technology to test (can already be in use, or not)
 - If you don't have a technology, our [Choose a Technology](#) guide can help you select one
- A population using or willing to use the technology
 - Within the population of potential users you will have to be able to create two similar groups, one using the technology and one not using the technology
- A program for collecting and organizing data, such as Microsoft Excel

REQUIRED INFORMATION

Exhibit 1 summarizes the information you will need to complete various steps within the evaluation. The earlier you begin collecting and thinking about this information the easier it will be to complete your evaluation.

Exhibit 1. Information needed for the evaluation

Step	Information needed
The basics	<ul style="list-style-type: none">• Who the technology users are (or will be)• What outcomes you're interested in
Determine your approach	<ul style="list-style-type: none">• Whether the technology has been implemented• How you will sort potential users into similar groups
Craft your research question	<ul style="list-style-type: none">• What outcome you are targeting• Who you are trying to affect
Think about how you will use the results	<ul style="list-style-type: none">• Cost of the technology• Idea of what success looks like
Summarize context	<ul style="list-style-type: none">• Basic information about the technology and its implementation• Details about the educational environment

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REQUIRED DATA

The earlier you begin collecting and cleaning your data the better. Reviewing our data guide, [Prepare Your Data for Analysis](#), will help acquaint you with the required format for the data you will upload to the Coach and how to achieve that format. Depending on the type of evaluation you are conducting, you will have to use data at different points. It is likely that you won't be able to gather all of your information at once, but the earlier you can get to a completed data set, the easier your analysis will be. Note that it is important that all of your data are recorded using individual identifiers. These are unique codes for each participant. The identifiers—student, teacher, or school identifiers—are what will enable you to combine (merge) data sets without using any personally identifiable information (PII). The RCE Coach does not require personally identifiable student information to use the tool and does not create evaluation reports or briefs that contain PII. When you follow the instructions provided by the tool carefully, your use of the tool will comply with requirements of the Federal Educational Records Privacy Act. A list of the data you will need follows (for more details, refer to the data guide linked above).

- Outcome data (required)
- Outcome or outcome-related data from before use of the technology (required for certain designs)
- List of who is and is not using the technology (required)
- Background characteristics (important for establishing a comparison group)
- Technology usage data (required for certain research questions)

If you are not managing the data for the evaluation, the planning stage is an important time to communicate with the person responsible for data management. You should discuss the data required for your specific evaluation, and determine how and when those data will be collected.

REQUIRED KNOWLEDGE AND SKILLS

Throughout the course of your evaluation, you and/or someone on your team will have to possess the following skills and competencies:

- Ability to answer questions about the technology being tested and the desired outcomes
- Understanding of how to collect or extract data from different sources
- Proficiency with a data management system

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ICON DIRECTORY



Guide: These documents are meant to assist you in completing your evaluation by providing you with educational material about the evaluation process.



Interactive tool: These tools require you to input information relevant to your evaluation.



Statistical tools: These tools analyze the data you input to determine who is in your treatment and comparison groups and whether your technology is moving the needle.

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