



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 may need 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:

- ☐ 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 users you will need 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

The table below offers a summary of the information you will need in order 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.

| Step | Information Needed |
|--|---|
| The Basics | <ul style="list-style-type: none"><input type="checkbox"/> Who the technology users are (will be)<input type="checkbox"/> What outcomes you're interested in |
| Determine your Approach | <ul style="list-style-type: none"><input type="checkbox"/> Whether the technology has been implemented<input type="checkbox"/> How you will sort potential users into similar groups |
| Craft your Research Question | <ul style="list-style-type: none"><input type="checkbox"/> What outcome you are targeting<input type="checkbox"/> Who you are trying to impact |
| Think About How you Will Use the Results | <ul style="list-style-type: none"><input type="checkbox"/> Cost of the technology<input type="checkbox"/> Idea of what success looks like |
| Summarize Context | <ul style="list-style-type: none"><input type="checkbox"/> Basic information about the technology and its implementation<input type="checkbox"/> Details about the educational environment |

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 it. Depending on the type of evaluation you are completing, you will need 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 is recorded using **individual identifiers**. These are unique codes for each participant. The identifiers – student, teacher, or school identifiers -- are what will allow you to combine (merge) data sets



without using any personally identifiable information. 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 be compliant with FERPA. Below is a list of the data you will need (for more details refer to our Data Guide).

- ☐ **Outcome data (required)**
- ☐ **Outcome or outcome related data from before 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 what data is required for your specific evaluation, and determine how and when it will be collected.

REQUIRED KNOWLEDGE & SKILLS

Throughout the course of your evaluation, you and/or someone on your team will need 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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