



COMPLETING PRE AND POST-TESTS

The T.R.A.I.L. Pre and Post-Tests are a way to measure youth knowledge of healthy living and diabetes prevention throughout the program. Youth will complete a test at the start of the curriculum (Chapter 1), and then again at the end (Chapter 12). The results of both of these tests must be documented in the Online Reporting Site (ORS).

1. In order to enter Pre-/Post-Test information into the ORS, you will first log in to your ORS account at <https://firstpic.force.com/ncai/>



To access this page, you have to log in to NCAI.

Username

Password

☐ Remember me

[Forgot Your Password?](#)



2. Once logged in, you will arrive at your Dashboard. From there, click on the “Program” link in the top right corner of the screen, which will lead to a drop-down menu. Please select “Youth Data”.

The screenshot shows the NCAI dashboard with the 'Program' dropdown menu open. The 'Youth Data' option is highlighted with a red circle. The dashboard includes sections for 'What's New/System Updates', 'Incomplete Applications', 'Incomplete Progress Reports', 'Incomplete PA Logs', and 'Incomplete Mid-Year & Final Reports'.

What's New/System Updates

- Clicking Update Budget from within the Sub-Grant detail page will trigger a warning message that no further reimbursement requests can be submitted until the approved. If the user chooses to continue the budget will move to "Incomplete" status.
- The default sort order for all Reimbursement List pages will now be Request Date (was previously request ID).
- The approved amount will be visible on the reimbursement list page after final approval.

Incomplete Applications

No Incomplete Applications Found

Incomplete Progress Reports

Report Name	Site	Status	Submitted Date
S2 2019-2020Q1 Progress Report	Site 2	Not Started	
S2 2019-2020 Q2 Progress Report	Site 2	Not Started	

Incomplete PA Logs

Report Title	Site	Month	Year	Status
October 2019 PA Logs	Site 2	October	2019	Not Started
November 2019 PA Logs	Site 2	November	2019	Not Started

Incomplete Mid-Year & Final Reports

No Incomplete Mid-Year & Final Reports Found

3. You will see a section named “Participating Youth”. In order to find existing youth in your system, you will need to use the filter options at the top-right of your screen to specify which youth you would like to see.

The screenshot shows the 'YOUTH DATA' section with the 'Participating Youth' filter options. The 'Grant' dropdown menu is set to 'View All'. The 'Year' dropdown menu is set to 'View All'. The 'Sort By' dropdown menu is set to 'Site'. The 'Site' dropdown menu is set to 'View All'. The 'Update' and 'Clear' buttons are visible.

YOUTH DATA

Grant: View All Year: View All Sort By: Site Site: View All

Participating Youth

No Participating Youth Found

- a. The Grant dropdown menu helps to narrow the search based on which youth are associated with which grant (for this example, I am looking for youth associated with the “Test Grant”, as seen in the image below).

The screenshot shows the 'YOUTH DATA' section with the 'Grant' dropdown menu set to 'Test Grant'. The 'Year' dropdown menu is set to '2018 - 2019'. The 'Sort By' dropdown menu is set to 'Site'. The 'Site' dropdown menu is set to 'Example Site'. The 'Update' and 'Clear' buttons are visible.

YOUTH DATA

Grant: Test Grant Year: 2018 - 2019 Sort By: Site Site: Example Site

Participating Youth

No Participating Youth Found



- b. The Year dropdown menu helps to narrow the search based on program year (for this example, the youth I am looking for were involved in the 2018-2019 program year, as seen in the image below).

YOUTH DATA

Grant: Test Grant Year: 2018 - 2019 Sort By: Site Update Clear

Participating Youth

No Participating Youth Found

Add Youth

- c. If you have more than one site, the Site dropdown menu helps to narrow the search based on which site your youth are located in (for this example, the youth I am looking for are located at Example Site, as seen in the image below).

YOUTH DATA

Grant: Test Grant Year: 2018 - 2019 Sort By: Site Update Clear

Participating Youth

No Participating Youth Found

Add Youth

Once you have selected the filters that you wish to use, click the “Update” button (underlined in the image below) to view the relevant list of youth. If you would like them sorted in a certain way, you can use the “Sort By” filter (highlighted in the image below) which allows you to sort the Youth List by Site, Grant Name, or Youth Name. Clicking the “Update” button again allows you to initiate this sort, as well as any updates to the filters as wished.

YOUTH DATA

Grant: View All Year: 2018 - 2019 Sort By: Site Update Clear

Participating Youth

Name	Site	Year	Pre-Test	PA Challenge	Post-Test	Highest Chapter Completed	Delete
Example Y	Example Site	2018 - 2019	Not Started	Not Started	Not Started		×
John S	Example Site	2018 - 2019	Not Started	Not Started	Not Started		×
Amelia D	Example Site	2018 - 2019	Not Started	Not Started	Not Started		×
Peter A	Example Site	2018 - 2019	Not Started	Not Started	Not Started		×
Jill R	Example Site	2018 - 2019	Not Started	Not Started	Not Started		×

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If you do not see your youth in this section after doing the relevant searches, you will need to first add youth into the system – please see the corresponding guide titled “Adding Youth to the Site”.

- When you have entered all participating youth into the system and they have completed the Pre-Tests, click on one of the “Not Started” links to begin entering the Pre-Test information for each youth.

Participating Youth					
Name	Site	Year	Pre-Test	PA Challenge	Post-Test
Example Y	Example Site	2018 - 2019	Not Started	Not Started	Not Started
John S	Example Site	2018 - 2019	Not Started	Not Started	Not Started
Amelia D	Example Site	2018 - 2019	Not Started	Not Started	Not Started
Peter A	Example Site	2018 - 2019	Not Started	Not Started	Not Started
Jill R	Example Site	2018 - 2019	Not Started	Not Started	Not Started

- For each youth Pre-Test you click on, you will see the following section. Here you will transcribe the youth’s answers to each question. Be sure to regularly hit the “save” button to ensure data is properly saved as you go.

EXAMPLE Y

Status: Not Started
Date: 10/10/2018

BGC Example Land Year 2018 - 2019 Pre-Test

1. What is an example of being physically healthy?

--None--

2. What is an example of being emotionally healthy?

--None--

3. Type 2 diabetes is a disease:

--None--

4. What is the most important drink we can put in our bodies?

--None--

5. What are some ways a person can prevent type 2 diabetes? (Hint: There is only one correct answer).

--None--

6. A person should eat at least ____ fruits and vegetables each day.

--None--

7. What is the minimum number of minutes of physical activity you should get every day?

--None--

8. How many food groups are there?

--None--

9. Processed foods are found packed in boxes, cans, or bags and are not found in nature.

--None--

10. French fries come from an animal.

--None--

11. An advertisement, or ad, is something that tells people about a product and tries to get them to buy it.

--None--

12. Which of the following are names of food groups?

Available

a. Dairy
b. Protein
c. Vegetables

Chosen

13. Which of the following are healthy ways to handle stress?

Available

a. Go for a walk outside
b. Talk to a trusted friend or adult
c. Yell at your parents or friends

Chosen

Questions 15 and 16 do not have a right or wrong answer. Choose the answer that best describes how you feel or what you are able to do.

14. After each sentence, choose the answer that best describes how you feel or what you can do.

a. I can play hard during most of recess.

--None--

b. I can play hard during most of physical education class.

--None--



- Once you have transcribed all of your youth's Pre-Test responses, be sure to review your work to ensure everything is accurate. Once you have finalized the responses click on the "Submit" link.

Questions 15 and 16 do not have a right or wrong answer. Choose the answer that best describes how you feel or what you are able to do.

14. After each sentence, choose the answer that best describes how you feel or what you can do.

- a. I can play hard during most of recess.
- b. I can play hard during most of physical education class.
- c. I can play hard every day when I have the chance during my free time.
- d. At the store, I can ask for fresh fruit instead of ice cream.
- e. At the store, I can ask for nuts or sunflower kernels instead of potato chips.
- f. I can choose to drink water instead of soda pop.
- g. I can ask for cheese pizza instead of pepperoni pizza.

15. After each sentence, choose the answer that best describes how you feel or what you can do.

- a. I like to be physically active every day.
- b. I like to eat a piece of fruit every day.
- c. I like to eat a vegetable every day.
- d. The adults in my house eat fruits and vegetables.

Response options for question 14:

- I know I can
- I think I can
- I think I can
- I'm not sure I can
- I'm not sure I can
- I know I can
- I know I can

Response options for question 15:

- Sometimes
- Sometimes
- Once in a while
- Almost never

Buttons: Back, Save, **Submit**

- You will then be taken back to the "Participating Youth" section. As you can see below, the ORS indicates youth that have a completed Pre-Test.

YOUTH DATA

Grant: View All Year: 2018 - 2019 Sort By: Site **Update** Clear

Site: Example Site

Participating Youth **Add Youth**

Name	Site	Year	Pre-Test	PA Challenge	Post-Test	Highest Chapter Completed	Delete
Example Y	Example Site	2018 - 2019	Complete	Not Started	Not Started		✕
John S	Example Site	2018 - 2019	Not Started	Not Started	Not Started		✕
Amelia D	Example Site	2018 - 2019	Not Started	Not Started	Not Started		✕
Peter A	Example Site	2018 - 2019	Not Started	Not Started	Not Started		✕
Jill R	Example Site	2018 - 2019	Not Started	Not Started	Not Started		✕

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- Continue filling in Pre-Tests for all of your youth. In addition to indicating "Complete" and "Not Started" Pre-Tests, the ORS also indicates "Incomplete" Pre-Tests for any test data that was saved before submission.

YOUTH DATA

Grant: View All Year: 2018 - 2019 Sort By: Site **Update** Clear

Site: Example Site

Participating Youth **Add Youth**

Name	Site	Year	Pre-Test	PA Challenge	Post-Test	Highest Chapter Completed	Delete
Example Y	Example Site	2018 - 2019	Complete	Not Started	Not Started		✕
John S	Example Site	2018 - 2019	Not Started	Not Started	Not Started		✕
Amelia D	Example Site	2018 - 2019	Incomplete	Not Started	Not Started		✕
Peter A	Example Site	2018 - 2019	Complete	Not Started	Not Started		✕
Jill R	Example Site	2018 - 2019	Not Started	Not Started	Not Started		✕

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9. The process to input Post-Tests – which are to be completed by youth following Chapter 12 – is the same as the process for inputting Pre-Tests. The content of the tests is identical to the Pre-Test. You will be able to map your progress with the Post-Test by seeing if they are complete, not started, or incomplete. Before the end of each Grant year, you must have fully documented Pre and Post test data into the ORS for all TRAIL participants.

YOUTH DATA

Grant:View All

Year:2018 - 2019

Sort By:Site

Update

Clear

Site:Example Site

Participating Youth

Add Youth

Name	Site	Year	Pre-Test	PA Challenge	Post-Test	Highest Chapter Completed	Delete
Example Y	Example Site	2018 - 2019	Complete	Not Started	Complete		✕
John S	Example Site	2018 - 2019	Not Started	Not Started	Incomplete		✕
Amelia D	Example Site	2018 - 2019	Incomplete	Not Started	Not Started		✕
Peter A	Example Site	2018 - 2019	Complete	Not Started	Complete		✕
Jill R	Example Site	2018 - 2019	Not Started	Not Started	Not Started		✕

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