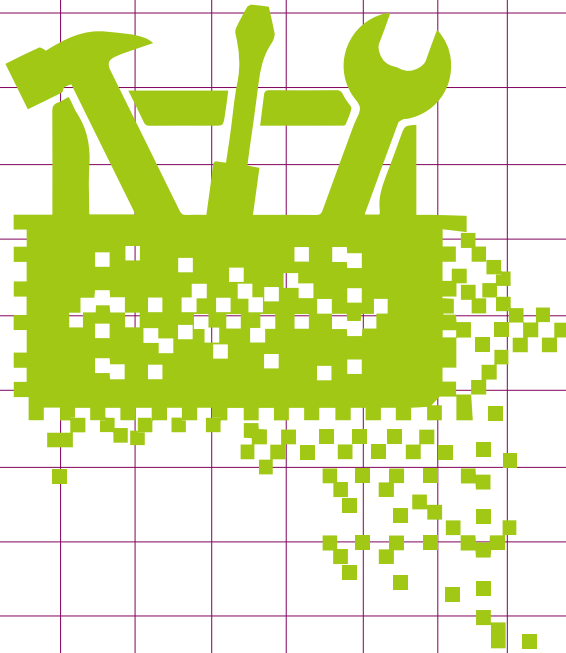


TOOLKIT

INTERACTIVE EVALUATION METHODS



IN
DIGITAL
SETTINGS



Federal Foreign Office

A project by the Goethe Institute and supported by the German Federal Foreign Office.

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1

I N T R O D U C T I O N

1.1 “INTERACTIVE EVALUATION METHODS IN DIGITAL SETTINGS” TOOLKIT

In digital and hybrid projects, workshops or trainings courses, evaluations can be designed in a lively and interactive way and be creatively implemented. Targeted, software-supported implementation helps discover how the content was received by the participants and enables conclusions to be drawn about the extent to which the project objectives were achieved. Positive feedback can be obtained and any misunderstandings can be identified and corrected.

Interactive evaluation methods are activating forms of assessment. The participants are encouraged to become “active” and to participate creatively. The evaluation takes place through exchange and joint discussion, activity and interaction via personal experiences. The addition of software and apps can provide new impulses and promote motivation to participate.

The methods presented in this Toolkit can be combined with each other as well as with traditional questionnaires. Critical comments and explanations are often neglected in questionnaire-based evaluations. This is where interactive evaluation methods come into play. Conversations and graphical processing, etc. assist in the understanding of evaluations in many ways. The openness of the questions of the individual evaluation methods can be flexibly adapted. For example, it can be asked in general terms “What added value did you gain from the training course?” or more specifically “To what extent have new options for action opened up for your work?”

Interactive methods are also suitable for evaluating impact indicators. Some methods in the Toolkit are suitable for direct verification of quantitative target indicators (e.g. survey). However, quantifying the results is not always feasible or meaningful. Nevertheless, it is possible to take existing quantitative target indicators into account. In most of the interactive methods proposed here, the target is not verifiable in the form of a percentage. It is all the same possible to collect a lot of information about the extended competences: “Which competences could be expanded? What was helpful in achieving this? What’s missing?”

Why evaluate interactively in digital settings?

- Conventional evaluation methods such as questionnaires which are filled out after the unit are often not effective for digital events. Instead, digital settings offer opportunities to engage in interactive reflection with participants. Similar to questionnaires, surveys can also be built directly into the process.
- Interactive evaluation methods awaken creativity and innovation. Participatory reflective dialogues and arts-based activities which connect to them lead to an “out of the box” evaluation and to spaces of shared learning, innovation and creative action.
- The participants also take something with them. The joint exchange expands the own, individual experience to encompass the perspective of others.
- Interactive evaluation methods raise awareness of the existence of different realities and stimulate engagement with them. In contrast to the questionnaire survey, there is the possibility that attitudes in the evaluation process evolve through interaction. Consequently, interactive methods which stimulate reflection and elaborate detailed questions are particularly relevant.



Collaboration skills are built and strengthened. Participating group members deepen their skills in listening, critical reflection, joint analysis and consensus decision-making. This can lead to the development of a new group culture. Group processes from the training course or event can be built upon if applicable.



The most important questions of the participants can be taken into account depending on the openness of the method.

1.2 WHAT SHOULD BE TAKEN INTO ACCOUNT IN DIGITAL INTERACTIVE EVALUATION?

Interactive evaluation methods in general



Evaluation as a challenge

Evaluations are not yet as common in digital settings as they are in face-to-face events. Therefore, it takes courage from all actors - and especially from the trainers - to try something new. Often it also helps to express this and thus take pressure off the situation.



Shared values

At the beginning of an interactive evaluation, the common values should be established in relation to the discussion (e.g. every opinion is interesting, there is no right/wrong, listening to each other and letting each other finish). The moderator should ensure that the agreed values are respected.



Power structures

Roles and power structures can have an influence on the dynamics of the conversation, especially in discussions. Moderation (e.g. by the project manager) can help here. If project leaders are involved in the method (or even just present), then their role must be clarified. It must be communicated, for example, that the person in question can contribute another perspective, but is equal to the other participants in the discussion.



Documentation of the data

In particular, care must be taken to collect and document all data collected (written and oral statements, visual material, etc.). A form of documentation has to be found depending on the method, e.g. written minutes of discussions, audio or video recordings of the discussions which are transcribed, screenshots, PDF downloads etc. which are transcribed as far as possible, and so on.



Evaluation of the data

A guideline which includes questions formulated on the basis of the target indicators is helpful for the evaluation of the collected data. The analysis of the generated data is then performed alongside the answers to the evaluation questions. This allows qualitative statements to be made regarding the respective indicators. Quantifications are also possible depending on the method.

Time and administrative aspects

- ■ ■ **Plan enough time**
It is important to plan for a time slot which is calculated according to the method. Participants should be able to engage in the evaluation situation without feeling that they have to give up breaks or private conversations.
- ■ ■ **Consciously choose the time of implementation**
Different methods can be integrated directly into the course of the project, workshop or training course and be implemented directly after individual units to check whether the content has been absorbed by the participants and/or to lighten up the situation. For final or summarizing evaluations, it is advisable to set the time towards the end, but not as the very last item in the programme. This maintains the motivation to participate.
- ■ ■ **Careful preparation**
It is advisable to prepare all necessary information and links and check them in advance in order to minimise uncertainties and waiting times.

Selection and motivation

- ■ ■ **Choice of methods**
The method should fit into the flow of the event and the form of communication. When the mood is familiar, open questions can be asked and discussed. If sensitive issues are involved, an anonymous survey is appropriate. Adapt the method to the topic and the event format!
- ■ ■ **Less is more**
It is advisable to use different approaches and, depending on the length of the workshop, not more than two or max. three methods.
- ■ ■ **Combine methods**
Qualitative, creative methods provide differentiated conclusions about individual opinions and experiences. These, however, can be expressed less well in numbers. Quantitative surveys can be presented particularly well in reports and are highly suitable for this purpose. It is recommended to combine qualitative methods (see Packing Suitcases, Digital Sticky Wall, Map it-Rate it-Discuss it, Appreciative Interview, Photovoice, Picture Stimulus, Comics Narration) with surveys.
- ■ ■ **Quantification of results**
Surveys are a good option in order to efficiently obtain percentages of responses to evaluation questions and thus be able to make statements about the project indicators. However, qualitative methods can also partly be quantified in the evaluation. In the presented methods, reference is made to this in these cases under the item "Evaluation/ Connection with Indicators".
- ■ ■ **Show relevance**
The motivation of the participants is increased if they know the aim and purpose of the evaluation. State the reasons, e.g. further development of the content of the format, feedback to the funding body on further funding, etc.!
- ■ ■ **Dealing with heterogeneous participants**
Take a look at the professional and personal backgrounds of the participants and reflect on whether there are aspects which need to be taken into consideration for the method implementation! The following may be relevant: Positions in projects, professional

backgrounds, working languages, regional implementation, etc. If applicable, homogeneous or heterogeneous groups can be deliberately formed and worked in.

Technical conditions

- ■ ■ **Data format and saving**
Consider which data format you need for the documentation (adapted to your requirements or those of the client) and check whether this is possible with the respective digital tool! Sometimes there are restrictions in the download of file formats (PDF, MS Word etc.) or the integration into other programmes (Excel, statistics programmes, database etc.). Each software program has different memory settings and these should be checked at the beginning to avoid data loss. To avoid any risks, screenshots can also be taken from whiteboards or similar.
- ■ ■ **Access for participants**
It is important to prepare the access links for the participants and to make sure that the relevant survey is activated. Check whether certain programmes have to be installed or if settings need to be adjusted in advance! Participants need an account for certain tools, e.g. Gmail for Google Jamboard). If such tools are used, it should be communicated in advance that corresponding accounts are to be set up.
- ■ ■ **Availability in the individual countries**
In some cases, websites or programmes in individual countries have restricted access. Check this in advance!

Anonymity and data protection

- ■ ■ **Anonymity**
Depending on the method, the anonymity of respondents cannot always be guaranteed. This should be considered when formulating the guiding question. At the same time, care must be taken to ensure an open climate for discussion which allows for criticism and allows participants not to have to express themselves, should they so wish.
- ■ ■ **Data protection in the use of software**
The data protection regulations must be clarified with the client and the participants. The participants' consent to the chosen form of documentation must be obtained at the beginning of the evaluation.
- ■ ■ **Data protection of the workshop content**
The specific framework conditions and a potential surveillance risk in the respective region must be taken into consideration. The desired tools must be checked for their data security in this respect.
- ■ ■ **Availability in the network**
Show how long the documents are accessible to participants and when they will be deleted. This particularly applies to methods which use digital software and document content (e.g. via digital whiteboards, collections, etc.).

1.3 WHICH SOFTWARE AND APPS ARE RECOMMENDED?

A variety of software and apps can support the digital implementation of interactive evaluation methods and thus contribute to the achievement of objectives. The list below shows a selection of available options:

Name and application	Advantages	Disadvantages	Privacy policy
Zoom Video conferencing	Stable connection Features such as breakout rooms, simple surveys and whiteboards Recording option	Surveys not suitable for hybrid events, no multilingual surveys possible Chats and whiteboards of the breakout rooms must be saved separately before closing (!)	Link
Miro Digital white board, collaboration	Particularly practical for mind maps and documenting discussions Visualisations, various graphic possibilities for brainstorming (circles, lines, sticky notes etc.) Integration of different media possible Suitable for the preparation or documentation of trainers	Functions in the Apple Safari browser limited Free version allows 3 whiteboards and limited download options Less suitable for joint editing in changing teams	Link

Mural Digital whiteboard, collaboration	Visualisation via various elements (text fields, forms, symbols, photos, images, links, freehand drawing). Present project organisation and cooperation All elements can be commented Simultaneous processing of several persons is possible	Functions in the Apple Safari browser limited Export not direct (per link via e-mail) Digital editing and storage requires stable internet connection No free use (after 30 days trial period) Fee-paying version for several participants recommended (educational institutions can apply for a discount)	Link
Jamboard Digital whiteboard	Visualisation of brainstormings, notes etc. Free use Simple to use Digital storage Suitable for participation of up to 16 people (small groups recommended in order not to lose overview)	Data protection (Google terms of use) Gmail account necessary for editing	Link
Padlet Collection, documentation	Integration of various media (writing, photos, videos, music, voice messages, etc.) and links No person limit in terms of participation Free use No registration and simple operation via various buttons. End devices (PC, tablet, smartphone) Collection over a longer period possible	Data protection in accordance with the US General Data Protection Regulation	Link

Mentimeter Survey	<p>Real-time surveys</p> <p>Visually appealing design with live diagrams.</p> <p>Many options for surveys (open questions, closed questions, scale, ranking etc.).</p> <p>Simple operation via access link, via various end devices (PC, tablet, smartphone)</p> <p>Suitable for hybrid events</p>	<p>Arabic not selectable as presentation language (English, German etc. available)</p> <p>Free use limited to 2 slides</p>	Link
Slido Survey	<p>Real-time surveys</p> <p>Same advantages in the implementation and operation of questions as Mentimeter.</p> <p>Direct embedding in PowerPoint and MS Teams possible.</p>	<p>Free use limited to 5 surveys and fewer download options</p> <p>Purchase possible for one year/event (non-profit organisations can apply for a discount)</p>	Link

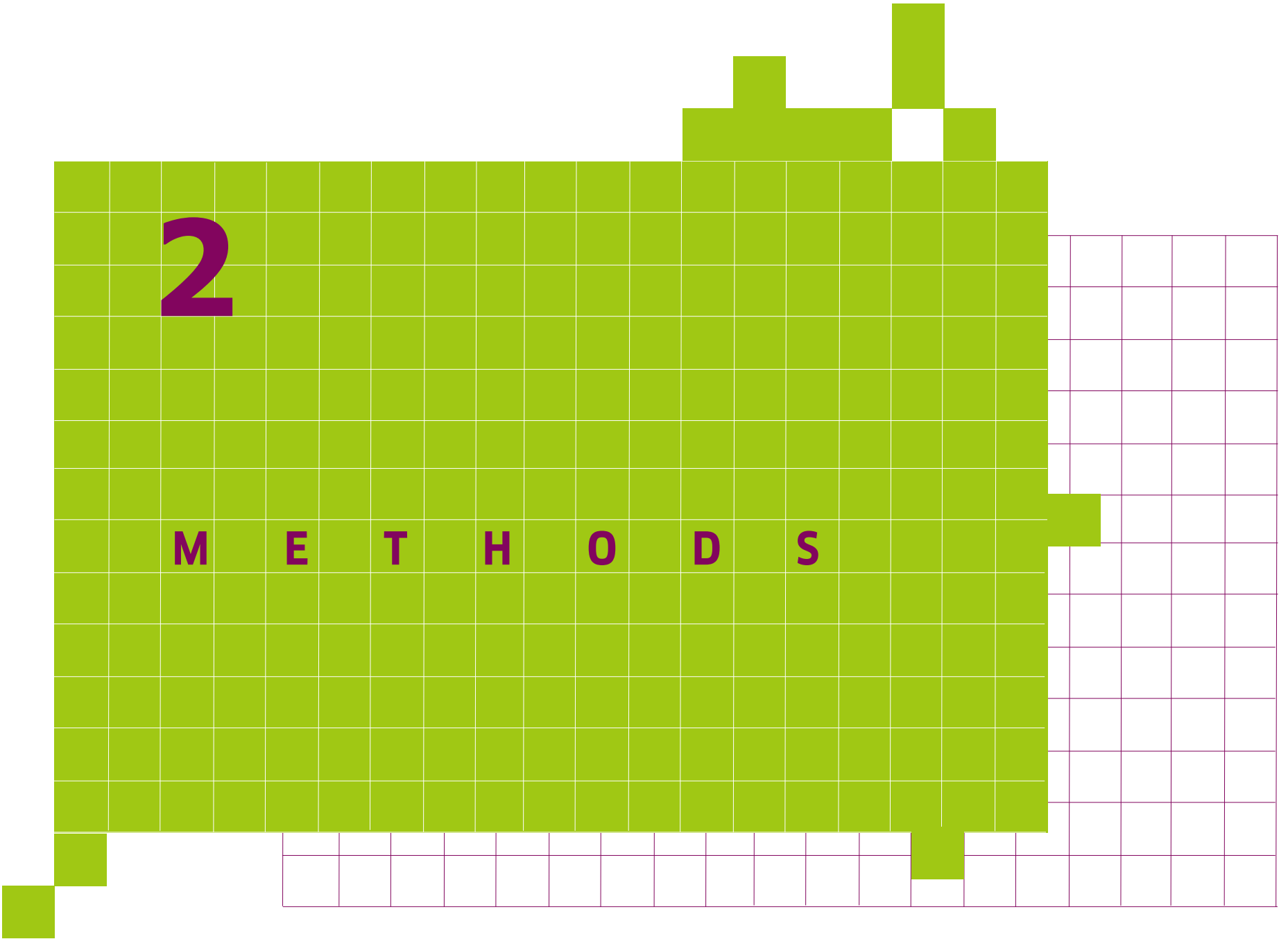
Aha Slides Survey	<p>Real-time surveys</p> <p>Same advantages in the implementation and operation of questions as Mentimeter.</p> <p>Particularly suitable for younger target groups</p>	Free use limited to 7 participants	
Plickers Interview	<p>Real-time survey of a larger number of people</p> <p>Suitable for hybrid events</p>	<p>Limited to closed questions with 1-4 answer options</p> <p>Free version has limited number of them</p> <p>Questions and options (integration of pictures etc.)</p>	Link
StoryboardThat Shaping stories	<p>Creative tool for shaping stories</p>	<p>Time-consuming implementation</p> <p>Limited free use (e.g. 2 boards per week with 3/6 images)</p>	Link

A combination of methods could for example look like this:

Zoom is used, for the implementation of the digital training/workshop, for example, which then also serves as communication software for the evaluation. For written visualisations in the context of a digital sticky wall or similar, Mural (for example) is used as a whiteboard and a survey is also implemented using Slido (for example). Suggestions for combinations are listed under the methods presented.

2

M E T H O D S



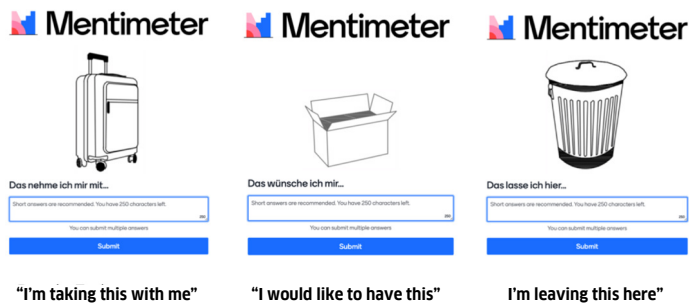
2.1 SUITCASE PACKING

Goal

Final evaluation of a training or project with a focus on effectiveness (What was helpful? What worked well? What worked less well? What was not useful?) and further development (What remains open? What requests are there?)

Description

In this method, the opinion of the participants is asked anonymously by means of a survey tool. Three questions are asked, with each symbolised by a sign or question. The answers are anonymous, and if desired all answers can be shown afterwards. The following are tried and trusted: A suitcase for "I'm taking this with me" (this brought me something, I thought it was good), a bin for "I'm leaving this here" (I thought this was less good) and a suggestion box labelled "I would like to have this" (this remained open).



Digital tool

Field of application survey, e.g. Mentimeter, Slido

Procedure

- 1 Determination of the three evaluation questions
- 2 Visualisation via a survey tool
- 3 Sending the link
- 4 Anonymous answering of the questions

Duration

approx. 10 - 15 min. - optionally a little longer for discussion.

Group size

From 6 persons (if anonymity is to be guaranteed)

Advantages

- Short duration
- Anonymity
- Suitable for large groups

Time of implementation

This method is usually used at the end of an event. However, for longer trainings courses it can also be used for an interim evaluation. In this way, requests or open questions can be taken into account in the process.

Keep in mind

- The question about requests should be asked as concretely as possible, such as "What would you like for the continuation of XY?".
- In the interest of anonymity, the minimum number of participants should be six,
- The question allows for an overall evaluation of a project or training course. At the same time, this means that the response to specific target indicators cannot be planned or guaranteed.
- Care must be taken to ensure an open climate for discussion if a joint discussion of the individual feedbacks takes place.

Variant

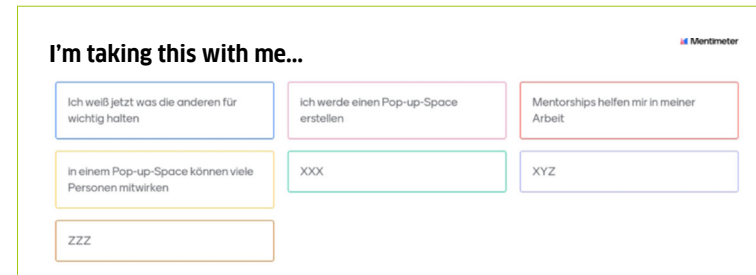
Optionally, the questions can be discussed directly - the answers are given verbally.

Output

Personal transcription of evaluations gives qualitative results. The answers can be downloaded as a PDF or in another format. The answers can then be grouped and summarised in a separate document by the project management. Only limited quantification of the answers is possible.

Combination with other methods

Survey or if applicable a qualitative method such as Map it-Rate it-Discuss it/Photovoice/Picture Stimulus/Comic Narration/Appreciative Interview



EXAMPLE

Example of implementation and evaluation/connection with indicators

Participants of the "Cultural Garage" evaluate the project on the basis of the three questions ("I will take this with me...", "I would like this..." "I will leave this here..."). It is possible that there is evidence in the responses to meet the target indicator "50% of people involved in the Pop-up space say they are better able to understand other points of view and opinions." In a joint discussion of the individual evaluations, the Pop-up space can be examined in more detail by means of specific questions. A survey can be conducted beforehand or afterwards to check the target of 50% to be achieved.

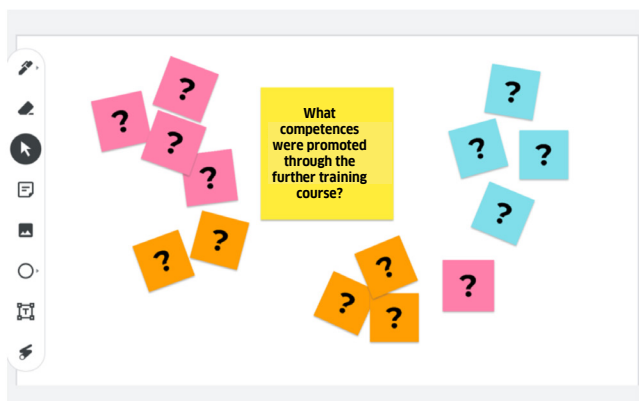
2.2 DIGITAL STICKY WALL

Goal

Checking the achievement of objectives of an event or project or answering selected evaluation questions with large groups.

Description

Qualitative feedback from a group is collected using a digital whiteboard. This can be useful to find out whether the planned goals of an event were achieved. The understanding and needs of the participants can be discussed directly.



Digital tool

Application area Whiteboard, e.g. Jamboard, Miro

Procedure

- 1 Define evaluation questions (max. 3-5 questions depending on the topic)
- 2 Transfer questions to suitable digital tool and send out link
- 3 Participants answer the questions
- 4 Joint discussion

Duration

Approx. 15-20 min. - depending on the number and form of the questions - allow around 5 minutes per question.

Group size

Any size

Advantages

- Short duration
- Suitable for large groups
- The notes are visible to everyone.

Time of implementation

After implementation of a topic during the event or at the end of the training course/project.

Keep in mind

- Prepare evaluation questions
- If applicable, prepare the allocation of breakout rooms in advance if there are a large number of participants
- Participants should be given sufficient time to answer the questions.
- The number of questions may vary depending on the time available. It has been observed that about 5 questions is ideal.
- The number of contributions per person should be limited to 3-4.

Variant

The answers can be discussed together and sorted alongside the digital whiteboard.

The work can take place in small group if there are a large number of participants. In this case it makes sense to divide the participants into breakout rooms of 3 to 8 people. It is advisable to use a moderator if the number of participants is up to approx. 12.

Output

Download the digital whiteboard as a PDF. All written evaluations of the participants may be summarised or clustered if necessary. It is not possible to quantify the results, but more frequently-mentioned points can be presented as more relevant.

Combination with other methods

Questioning and, if necessary, a qualitative method such as Suitcase Packing/Photovoice/Picture Stimulus/Comic Narration/Appreciative Interview

EXAMPLE

Example of implementation and evaluation/connection with indicators

TOT participants from the project "A Game for our Square" answer the question "Which competences were promoted by the training programme? Answers are written on Sticky Notes in the browser app "Jamboard". Diverse competences can be collected in this way. This gives an indication of whether competences in general can be promoted and what they are. A later survey is useful in order to get a concrete percentage of how many people think that competences were promoted. If quantification by means of a sticky wall is desired, the "Map It - Rate It - Discuss It" method needs to be used.

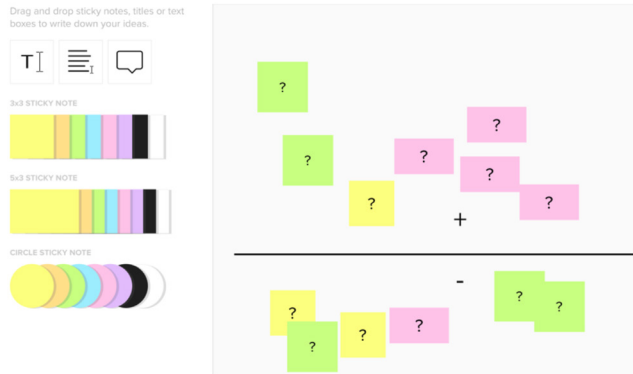
2.3 MAP IT - RATE IT - DISCUSS IT

Goal

Final evaluation of individual topics or a course with quantitative and qualitative elements. Also suitable for multi-phase projects.

Description

Individual target indicators or project phases can be reflected upon, thoughts recorded on a digital whiteboard and evaluated by rankings according to a scale.



Digital tool

Brainstorming application (tool which allows Sticky Notes and marking), e.g. Miro, Mural

Procedure

- 1 Define questions on individual topics, indicators or project units.
- 2 Prepare digital whiteboards for each topic, session or project phase.
- 3 Participants brainstorm on each topic, session or phase. Each is evaluated and individual thoughts are written on sticky notes.
- 4 For evaluation, a line is drawn as the mean value (okay) and the Sticky Notes are classified as positive or negative.

5 At the end, the own evaluations can be commented on in detail. For example, in the discussion, why a well-rated session was successful and why other sessions were rated less well can be reviewed. Possibilities for improvement can be discussed together.

6 Following the evaluation, the trainer can formulate recommendations for the future and record what has been learned. This step can also be done together with the group.

Duration

Approx. 30-90 minutes - 5 minutes for introduction, 15 minutes for brainstorming, 10-30 minutes for discussion (depending on the number of topics/project phases)

Group size

8 to 30 people

Advantages

- Themes or project phases can be considered individually
- Graphically displayed result
- Also suitable for large groups

Keep in mind

- To prepare, identify the topics to be surveyed based on the target indicators or project phases.
- Since anonymity cannot be guaranteed here, care must be taken to ensure an open climate for discussion.
- The method needs a moderator who explains how the rating works and guides the discussion.

Time of implementation

This method is used at the end of a content-related topic in the course of the programme or at the end of the workshop, training course etc.

Output

The graphical representation of the assessment can be downloaded as a PDF (possibly in a different format, depending on the software) and quantified. The minutes of the joint discussion (which must subsequently be transcribed or written down in a separate document) are used for qualitative results.

Combination with other methods

Questioning and, if necessary, a qualitative method such as Packing Suitcases/Photovoice/Picture Stimulus/Comic Narration/Appreciative Interview

EXAMPLE

Example of implementation and evaluation/connection with indicators

The participants of the project "Alumni Webinar Tips & Tricks for Online Workshops" participate in a discussion regarding their evaluation of their gain in competence. For this purpose, a digital whiteboard is prepared using the browser app "Mural", in which the question is asked "Were you able to learn new knowledge, competences and skills in the webinar?" Everyone is invited to write down their evaluations individually on sticky notes and position each as positive (+, above the line) or negative (-, below the line). After everyone has finished, the participants are invited to present their thoughts (although this is not compulsory). After the event, the whiteboard is downloaded, the responses can be quantified, and percentages calculated. Further descriptions during the discussion provide qualitative insights.

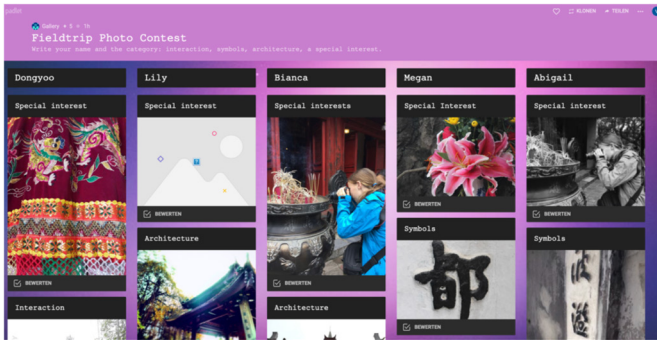
2.4 PHOTOVOICE

Goal

Joint accompanying evaluation of a longer project or training.

Description

The participants are asked to document moods, assessments and opinions via photos or pictures. Based on pre-determined evaluation questions, answers are recorded with a smartphone parallel to the event. Participants are invited to continuously document the event by taking photos of specific situations, representative objects or situations and uploading them to a shared digital repository. Towards the end, the most meaningful photos are selected, viewed together and discussed. The following are tried and tested questions: Which moments/aspects were particularly successful/helpful? Which aspects were difficult/unhelpful?



Digital tool

Application area collection/documentation, e.g. Padlet

Procedure

- 1 Defining the evaluation questions and concretising the task
- 2 Choice and preparation of the digital tool for documentation
- 3 Selection of the predefined number of photos per person or group
- 4 Presentation of the method
- 5 Collecting and documenting the resulting images by participants
- 6 Joint viewing and discussion of the photos

Duration

Approx. 15 min. + 60-90 min. - Photovoice is conducted parallel to the event. The introduction takes place at the beginning of the event and lasts about 15 minutes. Depending on the number of participants and photos, you should allow one to one and a half hours for the joint presentation and final discussion.

Group size

Any. The actual implementation takes place alone or, in the case of large groups, in small groups of 2 to 6 people.

Advantages

- Communication via photos is particularly helpful for young target groups, for artists, and also for groups with language barriers.

- Pictures facilitate the starting of discussions and helps people to remember concrete events.
- The analysis takes place together in the framework of the final discussion. This ensures that the photographer's perspective is visible in the result.

Keep in mind

- The evaluation questions must be prepared.
- A digital filing tool must be selected.
- Make sure that everyone has a smartphone or digital camera at their disposal.
- Due to the lack of anonymity, the method requires a good and open climate for discussion.
- The final discussion should be minuted or recorded.
- The task can be solved in small groups if there are more participants.

Variant

Alternatively, the method can be transferred to other, artistic means of documentation such as drawings, poems, voice memos or songs.

Time of implementation

Accompanying survey during the entire event and continuous uploading of photos to the documentation platform "Padlet". If necessary, the collection can be viewed in the meantime. The joint final discussion can be held at the end.

Output

The photos are jointly analysed in the final discussion. It is a good idea to record or minute this process. At the end, the visual material and a text document are available as analysis material. The results are only quantifiable to a limited extent.

Combination with other methods

Survey and if applicable a qualitative method such as Suitcase Packing/Digital Sticky Wall/Map it-Rate it-Discuss it

EXAMPLE

Example of implementation and evaluation/connection with indicators

Photovoice is particularly suitable for developing creative-aesthetic skills. For example, during the project, participants of "CasablancaSound" can capture in photos the moments which increased their motivation to express themselves musically and artistically. The individual photos are uploaded on a prepared Padlet via smartphone. Sharing the photos together can then in turn help increase motivation. If everyone participates in the discussion (but only then), it is possible to determine whether at least 75% of the participating young people actually feel motivated to express themselves musically or artistically. Otherwise, only qualitative statements can be made.

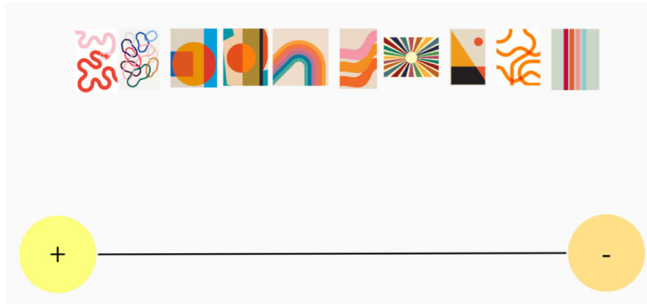
2.5 PICTURE STIMULUS

Goal

Free associations of the evaluation of a project or training course

Description

Digital image series are presented in a digital whiteboard. They are intended to give impulses to the participants and to stimulate reflection and discussion. Associations to the pictures help to answer predefined evaluation questions. The implementation takes place in two steps. Initially, there is an individual brainstorming session in which associations are collected. Afterwards, the evaluations can be classified on a scale. Questions on cooperation such as: Which aspects are particularly important to you for the collaboration? How do you rate the collaboration? What worked well, where were the difficulties?



Digital tool

Application area brainstorming/collaboration (tool which allows marking and inserting images) e.g. Mural, Miro

Procedure

- 1 Concretisation of the task, definition of the evaluation questions
- 2 Choice of image series and digital tool
- 3 Sending the link to the selected tool
- 4 Explanation of the procedure and introduction to the images
- 5 Each person chooses an image for individual associations along the evaluation questions
- 6 Classification of the selected image on the scale
- 7 Joint discussion of the associations
- 8 clustering the results if applicable

Duration

Approx. 45-60 min. - the introduction takes 5-10 min., and approx. 10 min. should be allocated for individual associations. Afterwards, the joint reflection takes 20-30 minutes, depending on the size of the group.

Group size

Possible in small groups (3-6 people) and large groups (10 people or more).

Advantages

- Abstract images facilitate entry into discussions and help to enable or stimulate different thoughts.
- Not all associations need to be shared with the whole group.
- Interpretations are individual, and there is no right or wrong.

- Participants formulate their perspectives independently. In this way, it can be ensured that the perspective of those directly affected is also visible in the results.

Output

The associations are jointly presented. It is useful to record or minute this process. The recordings are then transcribed or text modules are merged into one document. A text document is available as analysis material. Only very limited quantification is possible.

Time of implementation

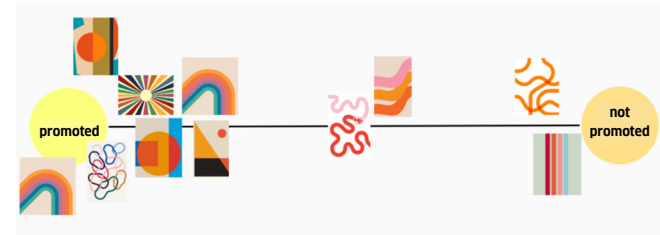
This is possible at any time; both at the beginning with regard to expectations and in the middle or at the end in order to collect experiences.

Keep in mind

- This task requires abstraction skills.
- Not all associations can be discussed with large groups.
- A suitable series of pictures must be obtained in advance. Abstract pictures have proved successful, as have landscapes, objects or comics. Image series can be purchased via various stock photo providers.

Combination with other methods

Survey and if applicable a qualitative method such as Suitcase Packing/Digital Sticky Wall/Map it-Rate it-Discuss it



EXAMPLE

Example of implementation and evaluation/connection with indicators

Participants of the project "Our Square" reflect on how the workshops have contributed to promoting the active participation of women in public spaces. To support this, a series of pictures with abstract illustrations is shown on a whiteboard via the browser app "Mural". Each person finds a suitable Picture Stimulus and copies it. After individual brainstorming, a new mural is opened with a scale from "promoted" to "not promoted", in which the evaluations are classified. Depending on the size of the group, all associations (or only some of them) are presented and discussed if applicable. Quantification is possible based on the classification on the scale.

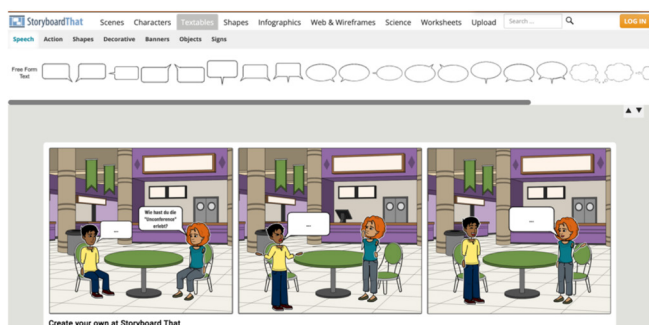
2.6 COMIC NARRATION

Goal

Creative association to a theme or project using a comic strip.

Description

Participants are invited to use the browser app “StoryboardThat” to create stories about individual project elements in order to share impressions and thoughts. This is suitable for thematising individual indicators or experiences of the projects. The stories are visualised in the form of comics. For this purpose, building blocks are available for the simple design of the stories. These can be combined as desired. Concrete scenes and questions can be prepared if applicable.



Digital tool

Application area Story development, e.g. StoryboardThat

Procedure

- 1 Determining the story theme
- 2 Presentation of the method and introduction to the program StoryboardThat
- 3 Participants create their stories in the form of comics
- 4 Presentation of the individual stories to each other in groups of two.
- 5 Presentation of the most exciting findings to each other.

Duration

Approx. 45 to 90 minutes - the introduction will take around 10 minutes, the creation of the stories around 30 minutes depending on the complexity of the topic, and around 5 minutes per participant should be chosen for the subsequent presentation.

Group size

Up to 30 people

Advantages

- Creative approach which differs from everyday discussions
- Visual clarity via stories
- Specific topics or questions can be worked on

Time of implementation

This method is used at the end of the implementation of specific content or of a project.

Keep in mind

- As a trainer, you should take time to familiarise yourself with the StoryboardThat programme.
- A concrete theme for the stories must be determined.
- Individual scenes and questions can be given for a focused treatment.
- Anonymity is not guaranteed here; and so care must be taken to ensure an open climate for discussion.
- The creation of the comic requires willingness and openness of the participants to develop stories and corresponding comics.
- It is a way to define in order to document the stories.

Output

Graphic results of the developed stories in the form of comics. The stories can either be written down in notes or the performances can be recorded or minuted. The findings are recorded by the trainer in a separate document. The results are qualitative and thus not quantifiable.

Combination with other methods

Survey and if applicable a qualitative method such as Suitcase Packing/Digital Sticky Wall/Map it-Rate it-Discuss it

EXAMPLE

Example of implementation and evaluation/connection with indicators

Participants of the project “Cultural Policies” develop a comic under the title “Journey through the Unconference”. They choose a character and use them to tell how they experienced participating in the conference and how they were able to contribute to cultural policy lobbying. Depending on the number of participants, the comics are presented in groups of two and briefly minuted. Afterwards, individuals may present the story to the whole group if they wish,. The stories provide qualitative insights into the experience of the participants.

2.7 APPRECIATIVE INTERVIEW

Goal

The appreciative interview aims to identify positive experiences and success factors in order to learn from them.

Description

With this method, the participants can reflect on the positive experiences of the training course together. They interview each other in groups of two according to a defined guideline. They identify positive aspects/situations/experiences/factors.

The guide contains two questions or groups of questions. The following questions are tried and trusted:

- 1) Describe a situation in the training course which you found particularly successful.**
- 2) What were the factors/causes which led to and contributed to the success of the situation? Of course, more and detailed questions can be prepared. Sufficient time must be available for the interviews for this purpose.**

Digital tool

Application area video conferencing (with breakout function), e.g. Zoom

Duration

Approx. 90 min. (depending on the size of the group) - 10 min. should be allowed for explaining the procedure. Around 20 minutes (or more) should be available for each round of interviews. The duration of the presentation of the interview results depends on the form of the presentation and the size of the group. Depending on the time allocated, the respective presentation can be limited to 3 min. or one identified success situation and one identified success factor per person. It is also possible to simply collect the digital interview notes.

Group size

2 to 40 people (depending on the capacity of the breakout rooms)

Procedure

- The procedure and the interview questions are explained.
- Participants form groups of two and are divided into breakout rooms.
- Each person receives the same guide with the interview questions described above.
- First round of the interview: One person in the team of two interviews the other. The person conducting the interview also takes notes in a separate text file.
- Second round of the interview: The interview takes place in swapped roles. Again, the interviewer takes notes (preferably digital).
- The interview results are presented. The participants hand in their interview notes if there is no time for the performance.

Advantages

- Focus on the positive aspects and success factors
- Especially suitable for the further development of events/projects
- Averting problem focus by identifying positive experiences

Time of implementation

The method is to be used towards the end of an event or training.

Output

Notes of the interview results, i.e. the success situations and success factors jotted down and handed in by the participants in the form of key words. These are summarised afterwards by the trainer and transferred into a shared document. If there are presentations, it is useful to record this process and then transcribe or minute it. The findings are primarily qualitative; they can be quantified depending on the questions.

Combination with other methods

Survey and if applicable a qualitative method such as Suitcase Packing/Digital Sticky Wall/Map it-Rate it-Discuss it

Keep in mind

- Interview guidelines for the participants are to be prepared.
- Prior to implementation, check whether the Breakout Room function is possible for the number of participants.
- The division into groups of two (e.g. by random selection) must be prepared.
- Anonymity is not guaranteed when the interview results are presented - even the notes are not completely anonymous.
- It is important to pay attention to the time frame.
- The results can be presented to each other in small groups. The higher the number of participants, the more complex the evaluation.

E X A M P L E									
Example of implementation and evaluation/connection with indicators									
In the project "Alumni Webinar Tips & Tricks for Online Workshops", it is interesting to see how the participants can integrate the contents learned into their everyday world. The questions asked of each other include "Do you feel able to implement the skills in your everyday work? If yes, to what extent? The answers are recorded in key words (preferably digitally) and the recorded answers are presented in small groups. The minutes are collected. In addition to the qualitative findings, the answers can also be quantified as long as everyone responds.									

2.8 SURVEY

Goal

Direct collection of assessments or opinions about an event or training course.

Description

Questions are addressed to the participants like with a paper questionnaire. The questions are shared with everyone in a prepared presentation. The participants are given access by means of a response code. Answering offers a shared experience whereby anonymity is achieved. You can choose whether the results are immediately visible to all participants or whether they remain hidden. The answers can be reflected on together if necessary.

Digital tool

Field of application survey, e.g. Mentimeter, Slido, Plickers

Duration

Approx. 15-30 mins - short explanation and calling up the website takes 2 minutes. Allow another 2 minutes for each question and min. 5 minutes for discussion.

Group size

Up to approx. 60 people (depending on software)

Advantages

- Also suitable for larger groups
- Short duration with few questions
- Immediate reflection of the survey results possible
- Response via all end devices, also possible in hybrid events

Procedure

- 1 Selection of evaluation questions (e.g. based on previous paper questionnaires).
- 2 Preparation of the presentation by means of survey software.
- 3 Introduction, presentation of the access link.
- 4 The participants answer the questions.
- 5 If applicable, visualise the answers and discuss them together.

Time of implementation

Short surveys (1-3 questions) on content are useful in the meantime after a topic has been completed. Summary questions can be asked towards the end. It is not recommended to send the survey link after the fact.

Output

Responses can be downloaded from the survey software in the form of numbers or graphs and the results can be quantified later. Texts are available to be analysed qualitatively for open questions.

Combination with other methods

Can be combined with all other methods.

Keep in mind

- The questions should not be too complex to be easily grasped.
- The questionnaire presentation must be prepared with appropriate software.

When reflecting on the results together, it is important to ensure an open climate for discussion.



EXAMPLE

Example of implementation and evaluation/connection with indicators

Participants of the "Action Stage Iraq" answer several questions prepared via the browser app "Slido". The questions are based on the indicator catalogues, such as the question "How much were you motivated to become more civically active through your involvement with Action Stage Iraq?" with the help of the answer options "very motivated, rather motivated, rather not motivated, not motivated". Thereby, quantifiable results are available which can directly verify the achievement of the corresponding indicator ("At least 75% of the total number of promoted project managers confirm that their involvement in "Action Stage Iraq" motivated them to become active in civil society"). A complementary joint discussion of the results can produce additional evaluation material, e.g. the reasons for (non-)motivation. The Picture Stimulus method can be used afterwards in order to be able to record personal evaluations.

IMPRINT

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