



GEORGIA

project **WET**

WATER EDUCATION TODAY

For Georgia Facilitators

Welcome to ProjectWETUSA.org!

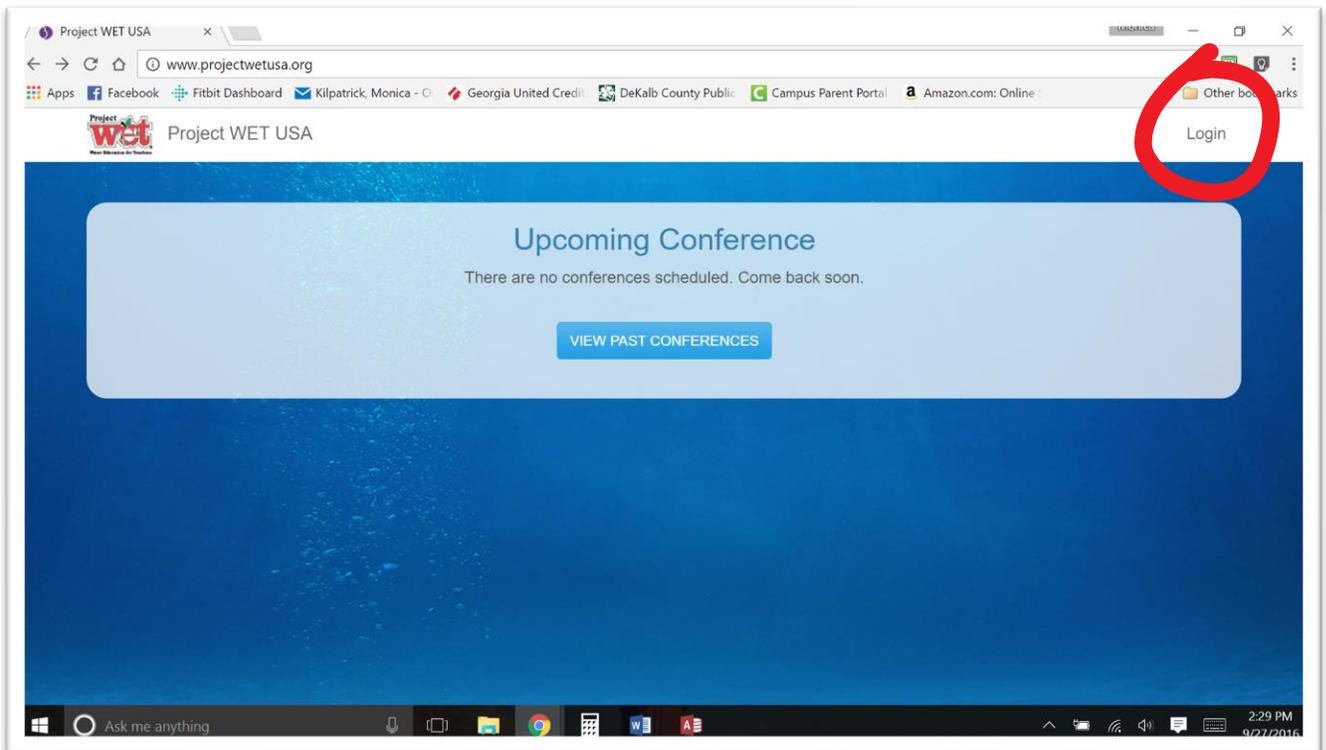
In this training booklet you will learn how to

- Register your Project WET workshops on-line and submit Workshop Proposals directly to us from projectwetusa.org
- Allow participants to complete workshop evaluations electronically.
- Customize workshop evaluations for your specific facility/organization.

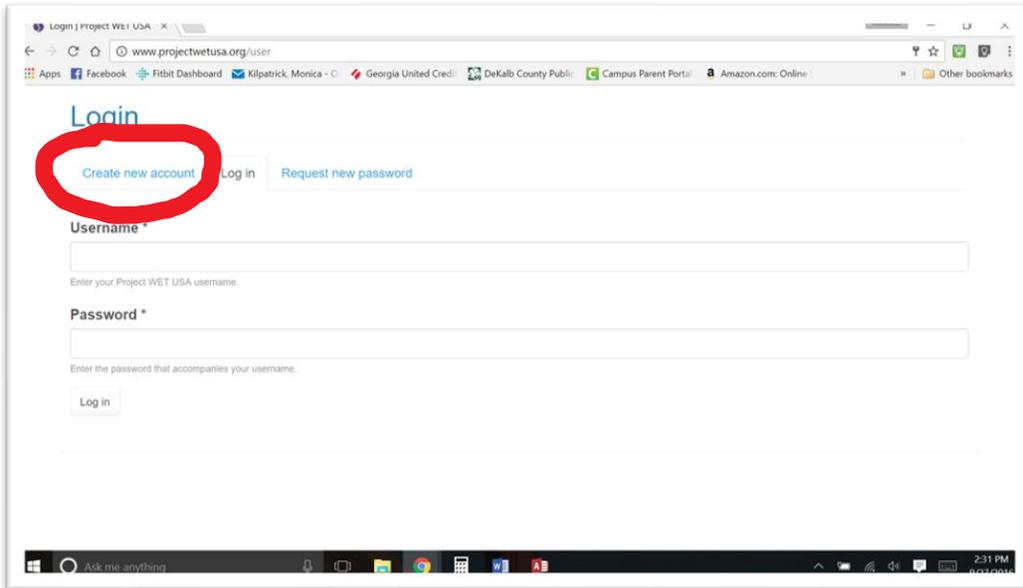
Workshop participants can complete the evaluation using their smart phone or electronic device. Evaluations completed on paper can be added to the website after the workshop - no more copying and mailing them to our office! Using the electronic evaluation will allow you to easily analyze data and capture participant information from your Project WET workshop.

To get started:

Go to **projectwetusa.org** and select “Login” (top right):



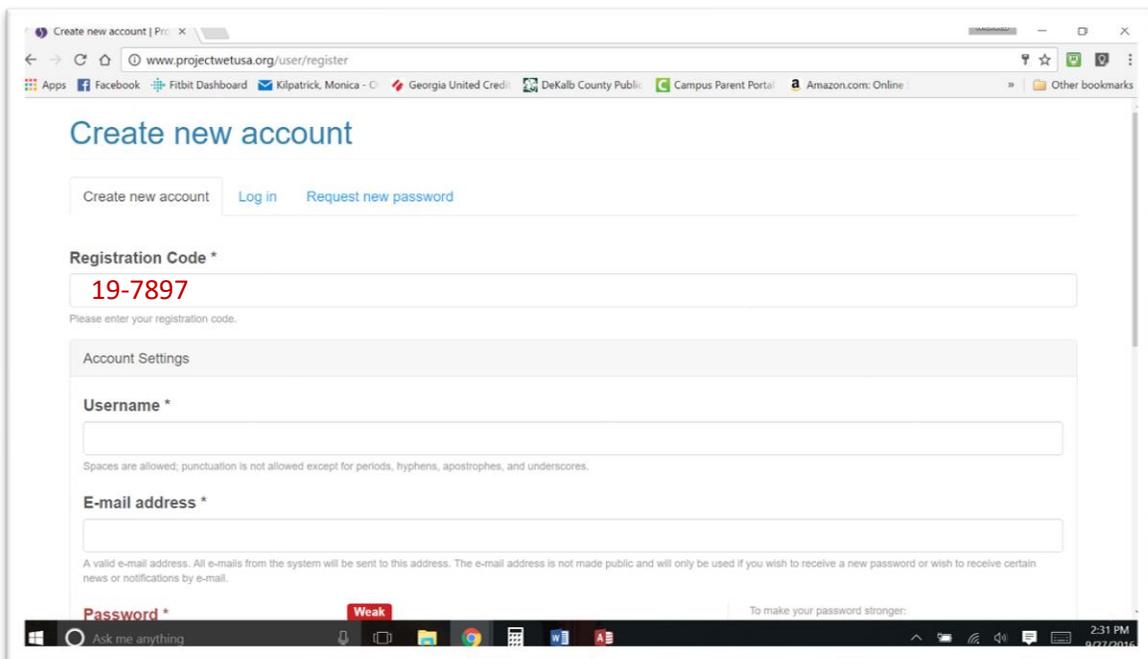
Choose the "Create new account" tab



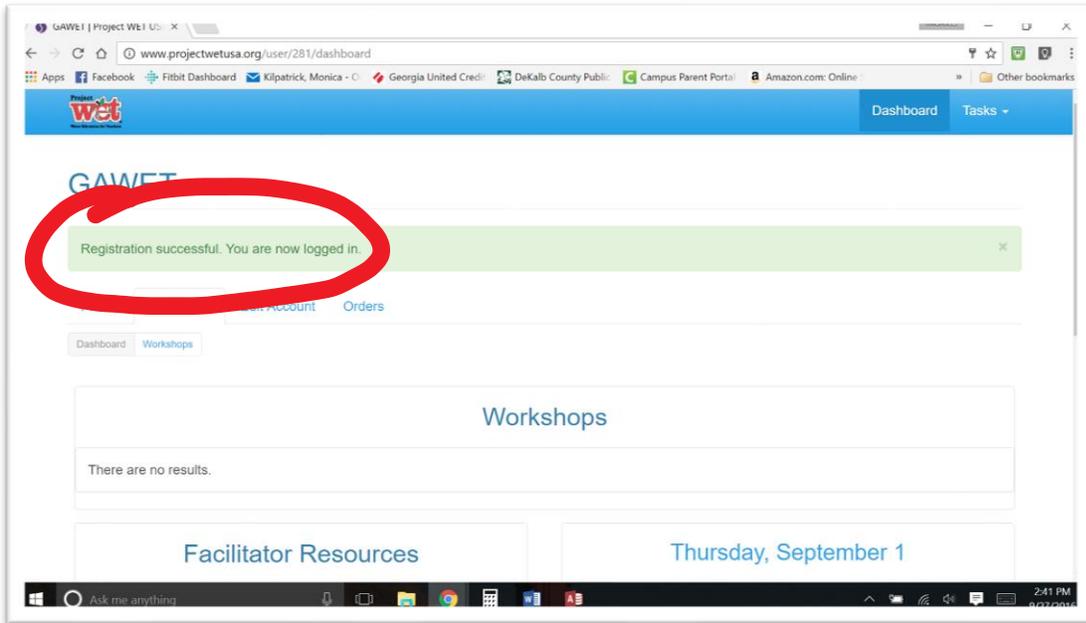
This is where you will create your profile.

All Georgia Facilitators will use the Registration Code: **19-7897**.

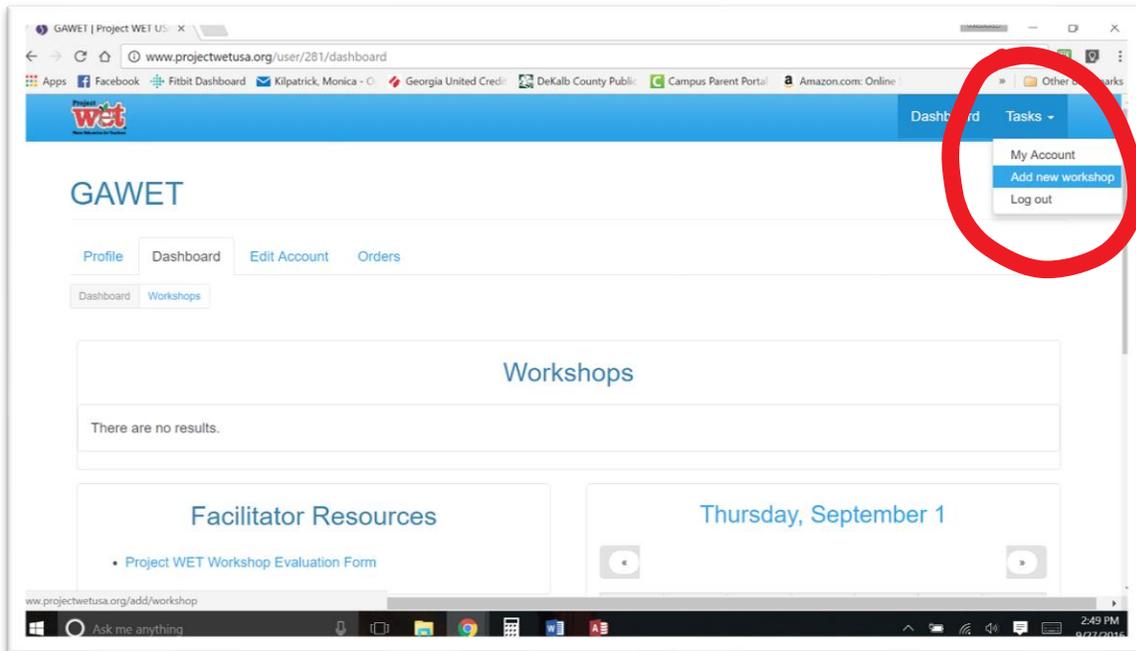
Enter a user name, password and complete the personal information then select "Create New Account".



Once created, you should see the “registration successful” page.



The dashboard tab will show your previous and upcoming workshops. To add a new workshop (and have a proposal form sent to our office), choose “Add new workshop” from the Tasks menu:



Complete the form and be sure to check the “Will you need to order Project WET Curriculum Guides?” box if you need Guides. Choose “Other” to request the Urban Watershed Guides.

Will you need to order Project WET Curriculum Guides?

How many guides do you need to order?
25

Which Guide do you need?

Project Wet Activity and Curriculum Guide 2.0
 Project WET Curriculum and Activity Guide 2.0 SAMPLER
 Healthy Water, Healthy People
 WOW
 Discover a Watershed
 AZ Conservation Center
 Other

Urban Watershed Stormwater Edition

Use the Description text box to add any additional information you would like us to know about your workshop. For example – if the Guides should be sent to an address that is different than the workshop location please include it here, and if you would like us to advertise the workshop for you – please indicate the times and cost of the workshop.

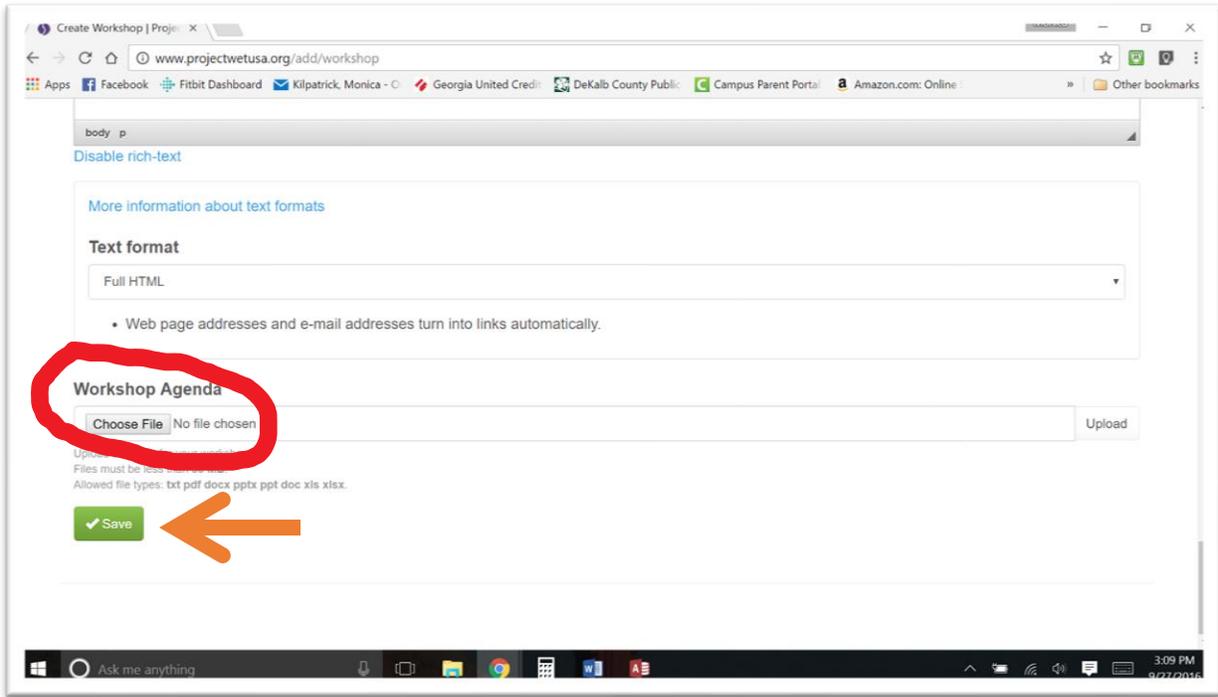
Other

Urban Watershed Stormwater Edition

Description (Edit summary)

The workshop will be held at 124 Nature Center, however, please ship the Guides to 123 Main St. Atlanta, GA 30333.
Please advertise the workshop for me. It will be held from 9-4 on Saturday, December 3 and the registration fee is \$25.
If there are other facilitators in the area who are available, I welcome their participation.

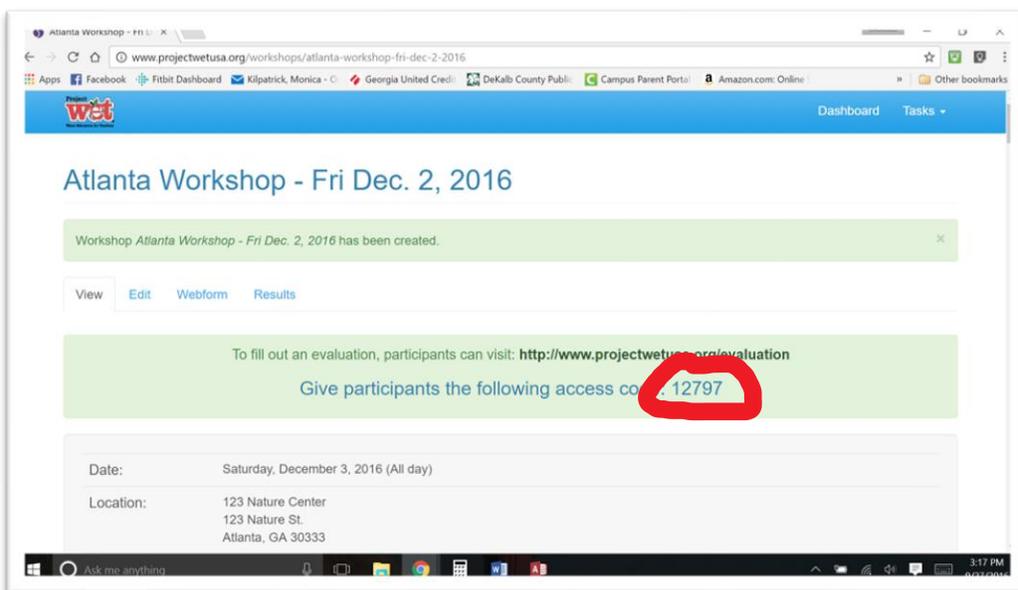
Attach your workshop agenda and save your entry.



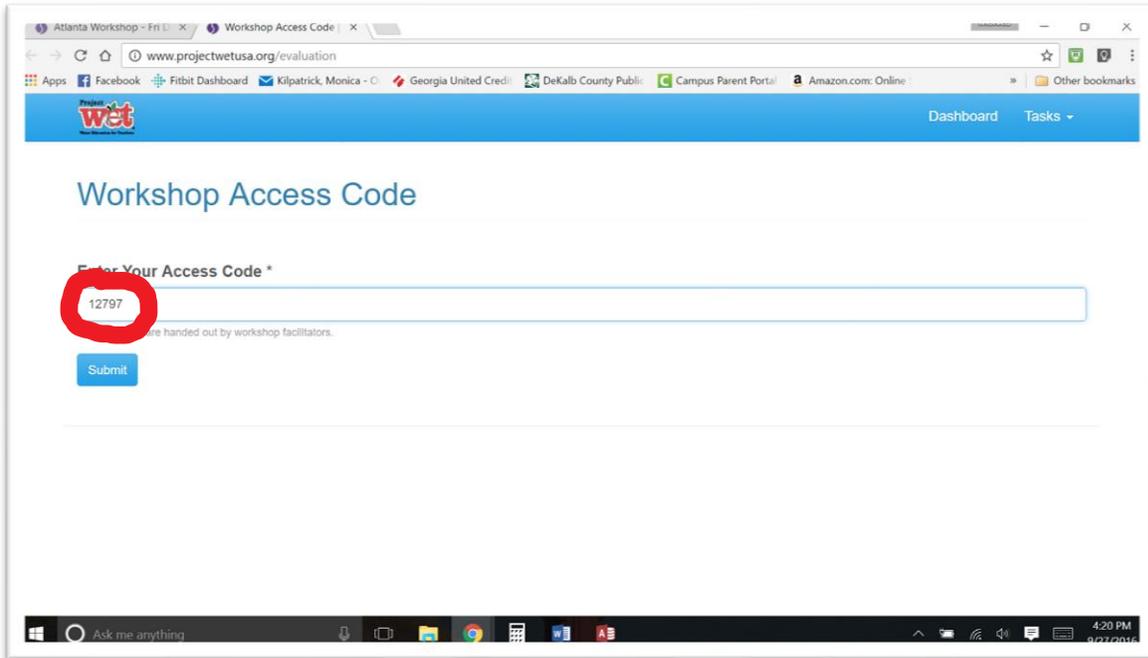
Success! You have registered your workshop and an email will automatically be sent to our office.

****Please note: if you make changes to your workshop form after initially submitting it, our office MAY NOT be notified. To confirm, email us if the number of Guides or shipping information has changed.**

The confirmation page includes an **access code** that is associated to your workshop. Participants will need this code in order to complete the on-line evaluation.

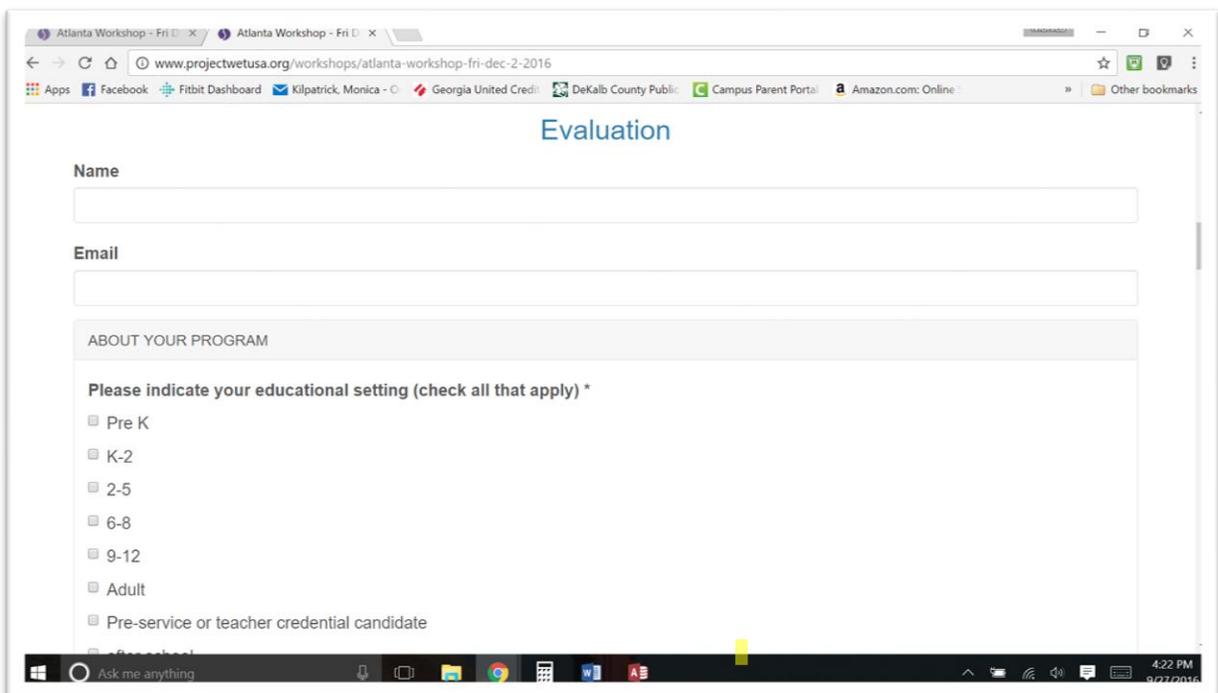


At the end of your workshop, ask participants to go to: projectwetusa.org/evaluation and enter the code.



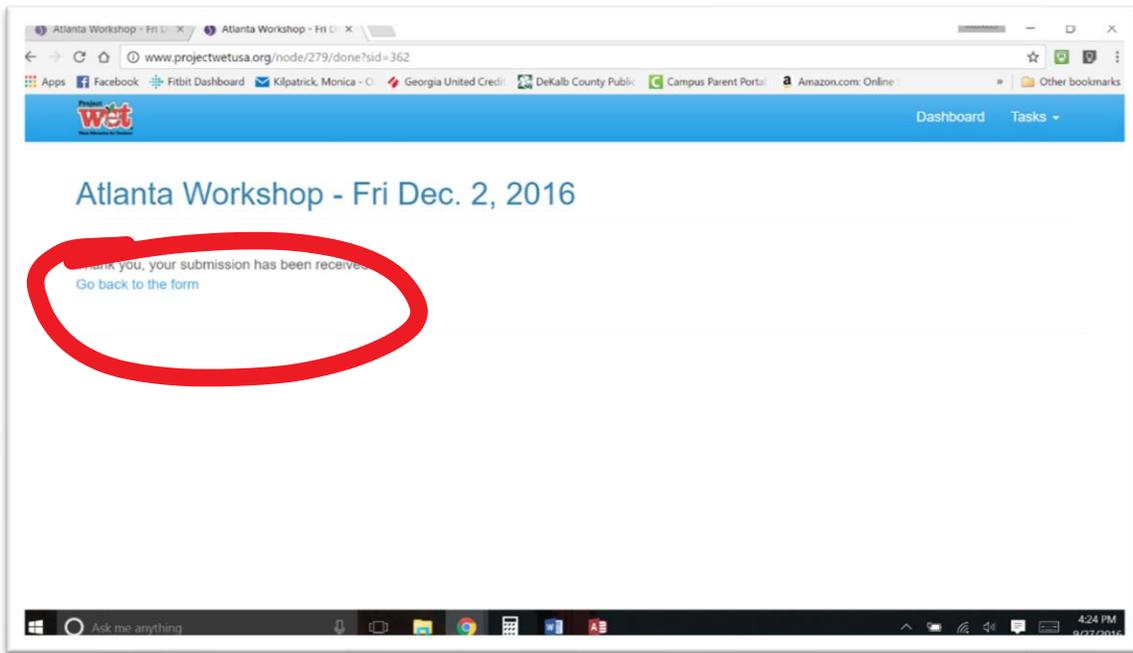
A screenshot of a web browser showing the "Workshop Access Code" page on www.projectwetusa.org/evaluation. The page features the Project Wet logo and a navigation bar with "Dashboard" and "Tasks" links. The main heading is "Workshop Access Code". Below it, there is a form with the label "Enter Your Access Code *". The text "12797" is entered into the input field and is circled in red. A "Submit" button is located below the input field. A note below the input field states "Codes are handed out by workshop facilitators." The browser's address bar shows the URL, and the taskbar at the bottom indicates the time is 4:20 PM on 9/27/2016.

This will allow participants to complete the evaluation for your specific workshop.

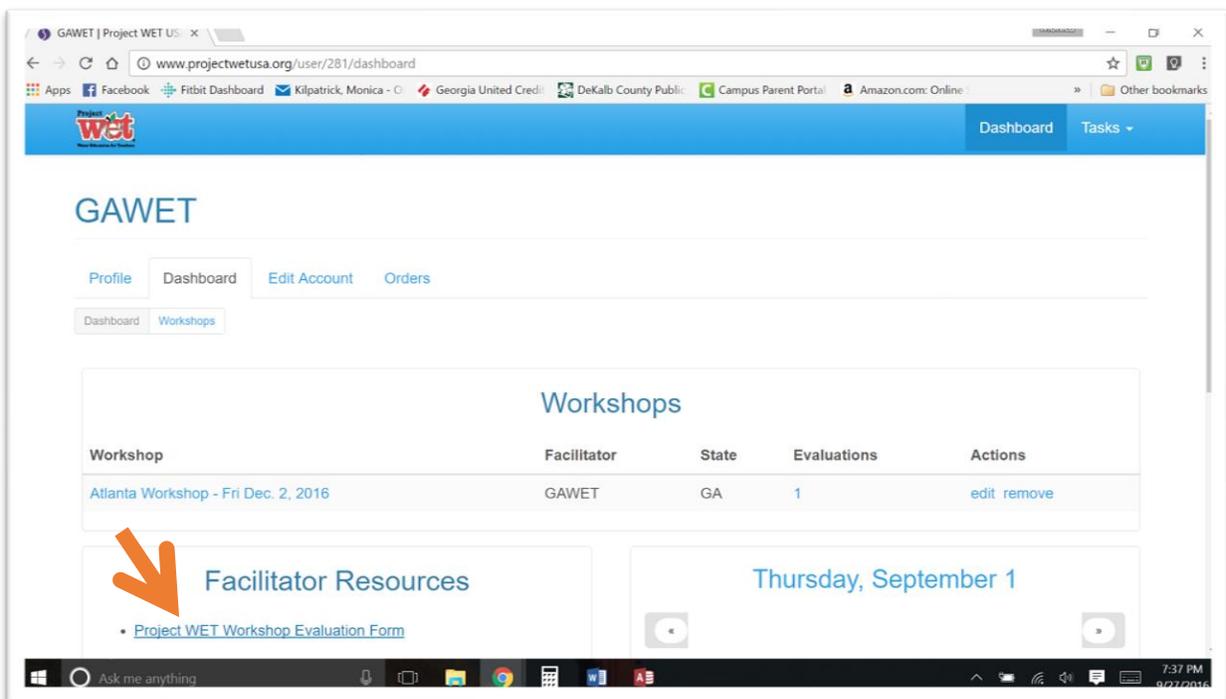


A screenshot of a web browser showing the "Evaluation" page on www.projectwetusa.org/workshops/atlanta-workshop-fri-dec-2-2016. The page has a heading "Evaluation" and two input fields for "Name" and "Email". Below these is a section titled "ABOUT YOUR PROGRAM" with the instruction "Please indicate your educational setting (check all that apply) *". There are several checkboxes for educational settings: "Pre K", "K-2", "2-5", "6-8", "9-12", "Adult", and "Pre-service or teacher credential candidate". The browser's address bar shows the URL, and the taskbar at the bottom indicates the time is 4:22 PM on 9/27/2016.

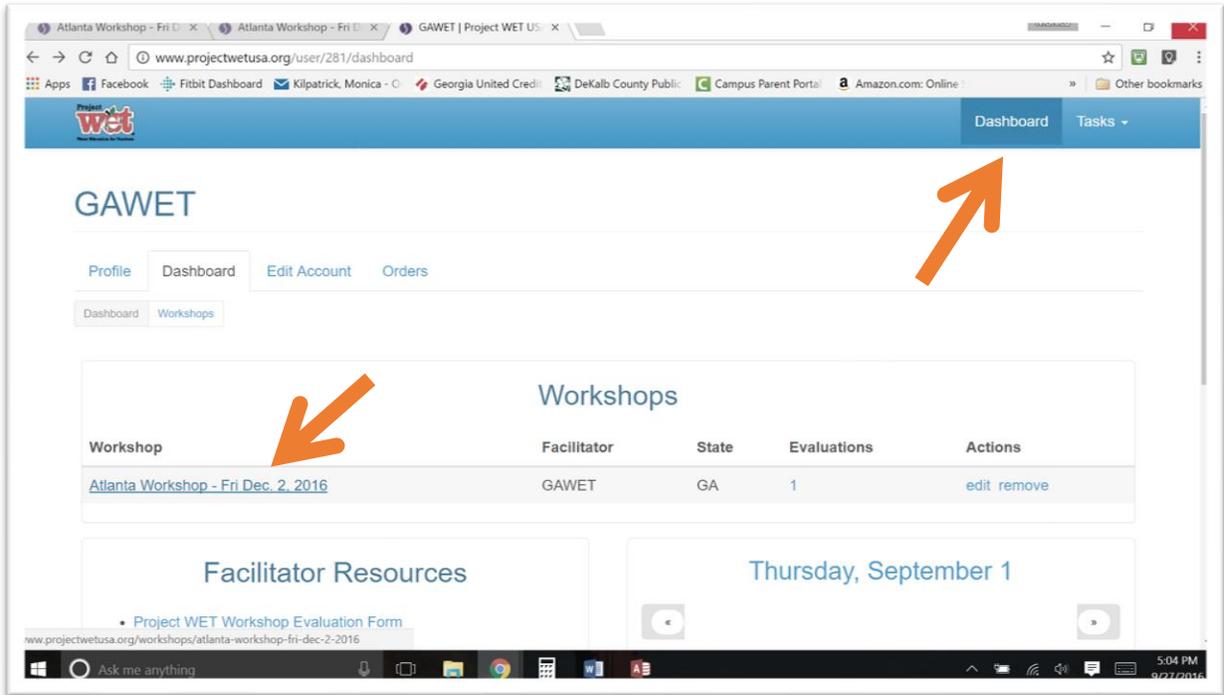
Ask participants to show you the completion screen prior to leaving the workshop or before issuing his/her certificate.



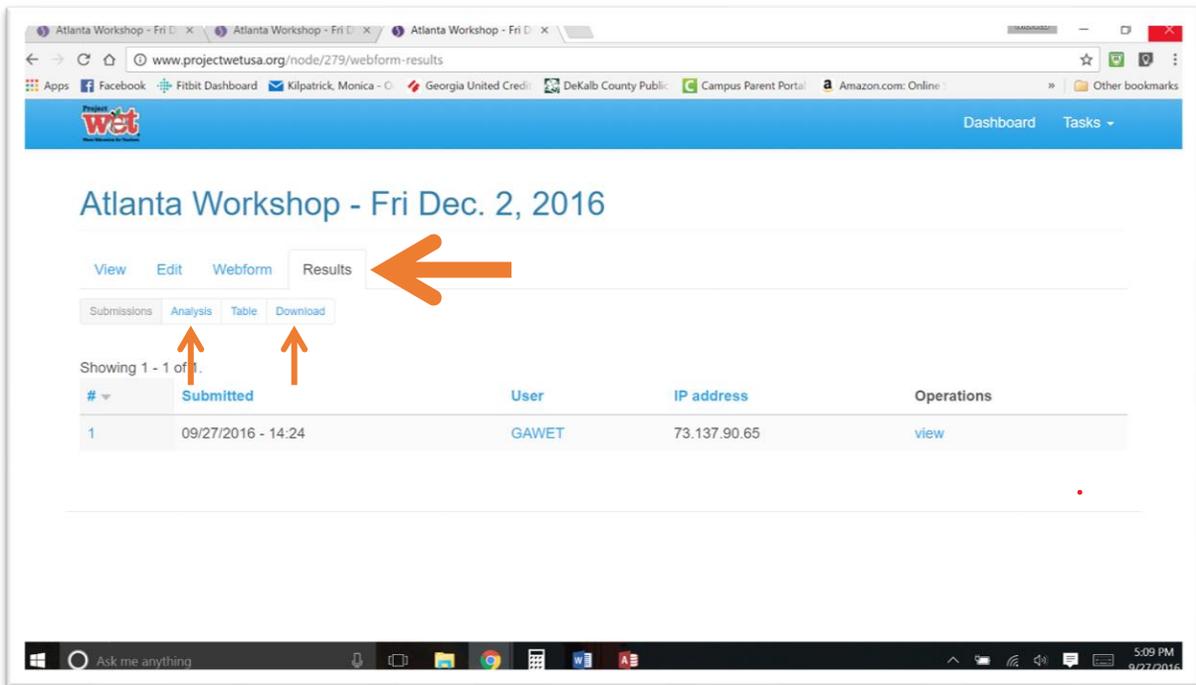
You can also download and print paper copies of the evaluation from the Facilitator Resources section of the Dashboard. We recommend you have paper copies on hand in the event participants are unable to access the electronic evaluation due to poor internet service or lack of a usable device.



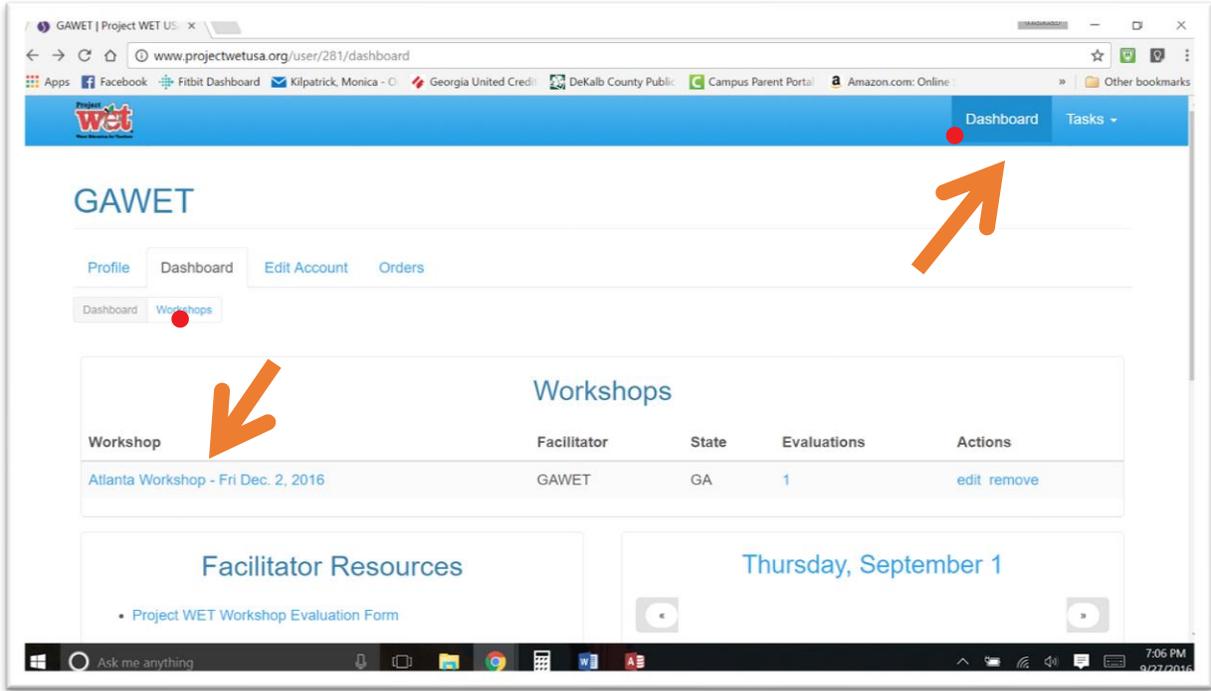
To view, download or analyze submitted evaluations, select the workshop from your dashboard.



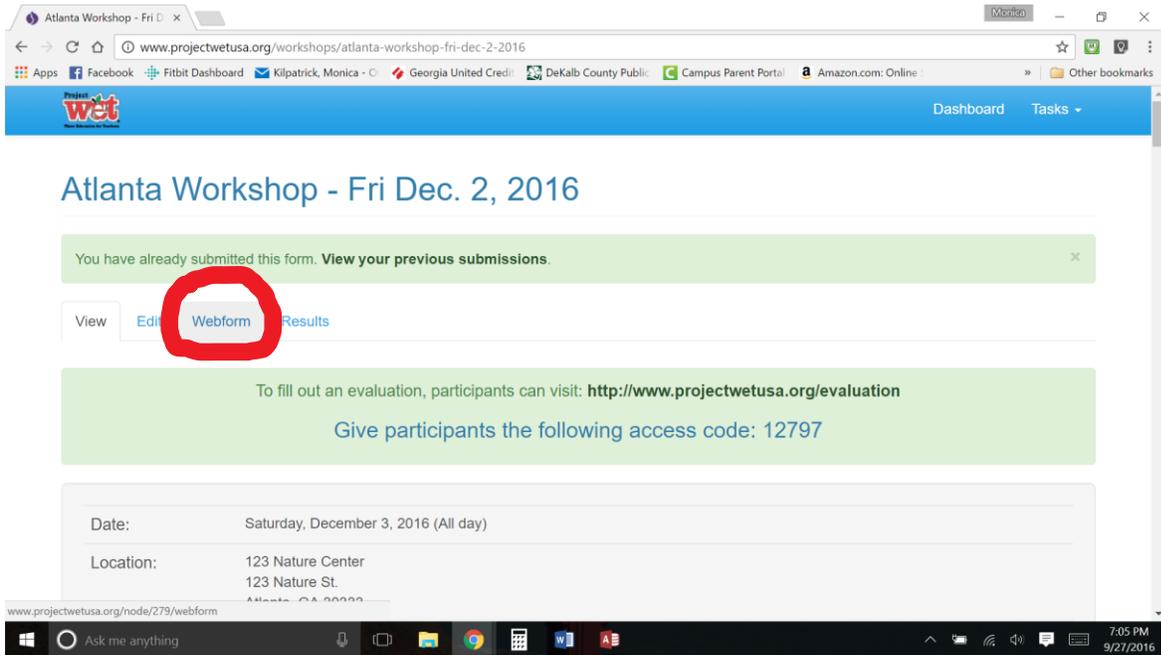
Then select the "Results" tab:



If you wish to customize the evaluation prior to your workshop, start at your dashboard, select the desired workshop...



then choose the "webform" tab.



Scroll to the bottom of the evaluation and add your own questions then save the evaluation.

The screenshot shows a web browser window with the URL www.projectwetusa.org/node/279/webform. The page displays a list of evaluation questions in a table format. The table has columns for 'Label', 'Type', 'Value', 'Required', and 'Operations'. The questions include:

- The facilitator demonstrated ways to modify activities. (Type: Select options, Required: checked)
- The facilitator was knowledgeable. (Type: Select options, Required: checked)
- If this workshop did not meet your expectations, why not? (Type: Textarea, Required: unchecked)
- PROJECT WET AND YOU (Type: Fieldset, Required: -)
- How did you hear about Project WET? (Type: Textfield, Required: checked)
- For teachers and pre-service educators: In which subjects will you use Project WET materials (if applicable)? (Type: Select options, Required: unchecked)
- For everyone: How might you implement what you have learned today? (Check all that apply) (Type: Select options, Required: checked)
- For everyone: What are the potential barriers to implementing project WET? (Check all that apply.) (Type: Select options, Required: unchecked)
- How will you change your instructional practices based on what you have learned today? (Type: Textarea, Required: unchecked)
- Do you have any additional comments about this workshop? (Type: Textarea, Required: unchecked)

At the bottom of the table, there is a form to add a new question: 'New component name' (with an orange arrow pointing to it), a 'Textfield' dropdown menu, and an 'Add' button. A 'Save' button is located below the table.

That's all there is to it! We are happy to answer questions or help you with this process if you need it.

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