

## On-Site Data Collection Checklist

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Location:

Date:

Facilitator(s):

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### 1-2 Days Prior to Engagement

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Confirm you can access Box.

Confirm you have downloaded a VPN and can access your account.

Test your microphone to see if it works and is fully charged and connects to Zoom properly.

Ensure a unique code is set to your lockbox or lockable backpack.

Add the names from the consents to the registration sheet for the corresponding project, and the names and consent info to corresponding participant ID list.

Pack data collection tools including: laptop, charger, lockbox, microphone, and printed consents & assents, and physical gift cards (if applicable).

### Day of Engagement

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Connect the laptop to the site's wifi and AFC's VPN and connect the microphone to the laptop. Set up chairs needed for participants.

Lay out name tags and pens for pseudonyms.

Collect all signed consents from the site coordinator, including those not already uploaded to Box by the site coordinator.

Review consents for accuracy with registration list and add any names to the list.

Load the measure/prototype or any needed visuals on your computer so they are ready for use.

**For Each Engagement**

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Ask the student their parent's name if the school did not provide a list matching the student to their parent. Check to see if the student's parent(s) signed a consent.

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Ask the participant to choose a pseudonym and record the pseudonym in the registration file in Box.

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Ask the participant for their assent verbally OR have them complete the paper assent form.

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Start recording on Zoom to the computer, not cloud, and ask the participant to say their pseudonym and assent again. Then follow the focus group or user testing protocol. Once finished, stop recording and thank the participant.

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Let the participant know their parent(s) will receive an email to redeem their gift card in 2-3 business days. OR if the parent did not provide an email (as noted in steps 3a-3c), give the student a physical gift card.

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**After Each Engagement**

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Open the demographic Qualtrics form and have the student provide their demographic information.

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If user testing: Complete the user testing form in Airtable if the focus group was for product work. [Insert Password]

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Put any consent and assent forms and any other documents with PII—schedule, nametags, etc in the lockbox before beginning another session.

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**At the End of the Engagement Day (Still Onsite)**

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For all small group engagements: Complete the level 1 engagement form. [Insert Password]

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Close all registration sheets, and browser tabs related to data collection.

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Pack up the laptop, charger, microphone, and any other materials. Say goodbye to onsite admin.

**Within 2 days of Engagement**

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Maintain all consents, assents and other documentation in a secure lockbox or lockable backpack.

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Upload the Zoom recordings to Box. Test them to make sure they've been uploaded properly. Once confirmed, permanently delete the recordings from your hard drive. Be sure to empty your trash.

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If they are not included in the consents the site coordinator uploaded to Box, scan the last page of each consent or assent form and upload them to Box. If scanned to the desktop, permanently delete them from the hard drive. Once confirmed they have been properly uploaded to Box, shred them.

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Let team member know that all participant information has been uploaded and who finished their interview via the registration sheet in Box.

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Tag team member to create alphanumeric code sheet for participants.

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Immediately alert team member if any of the above steps were not taken or protocol was broken in some fashion.

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**Signature:**

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By signing or entering your name below you are confirming that you have ensured a successful, secure and private day of data collection

## AFG Onsite Data Collection Checklist

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