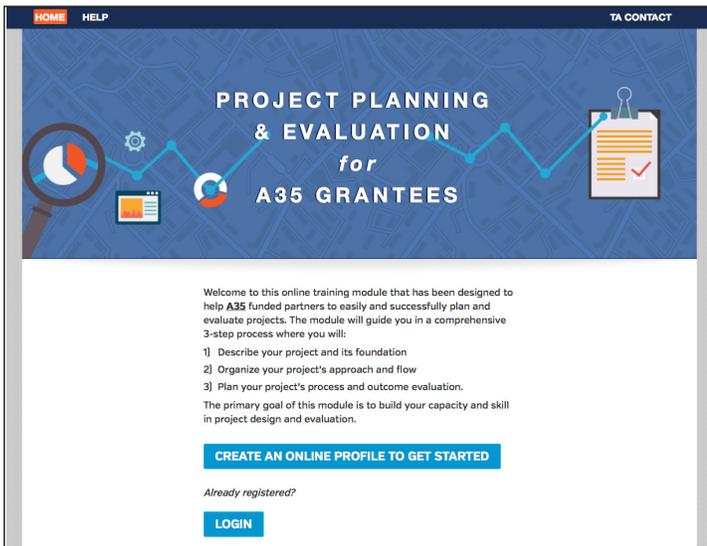


WELCOME

TO PROJECT PLANNING & EVALUATION
FOR A35 GRANTEES

This online training module has been designed to help A35 funded partners to easily and successfully plan and evaluate projects. The module will guide you in a comprehensive three-step process where you will describe your project and its foundation, organize your project's approach and flow, and plan your project's process and outcome evaluation.

The primary goal of the module is to build your capacity and skill in project design and evaluation. It is a “product oriented” module where you will create three printable diagrams—a project theory diagram, a project flow diagram (also known as a logic model), and a project evaluation plan. Together, they represent a complete evaluation roadmap for a project.



HOME PAGE

Bookmark this! Here is the home page for the module and where you'll login: **EvaluationCO.org**

ONLINE PROFILE

Once you have created a profile, and verified your email address, your LOGIN is your email address and password.

LOGIN

After you have created a profile, login by clicking the blue button under “Already registered?”

BROWSERS

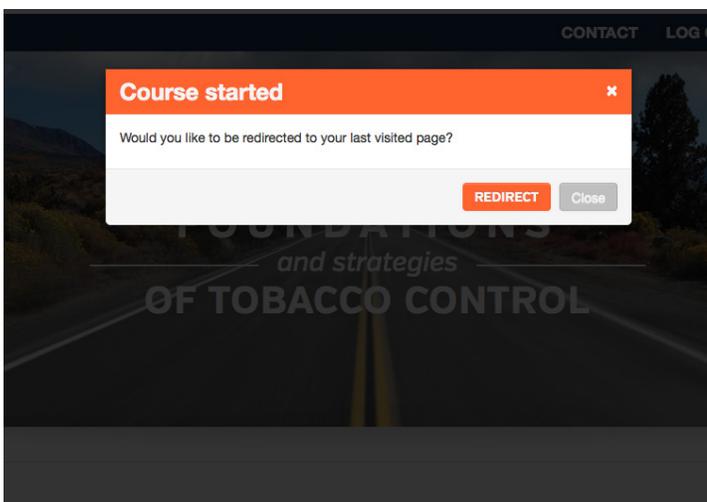
This program is best viewed using the most current versions of Google Chrome or Mozilla Firefox. It is sometimes helpful to clear your browser's cache periodically to resolve visual issues that may occur.

LEAVING AND RETURNING

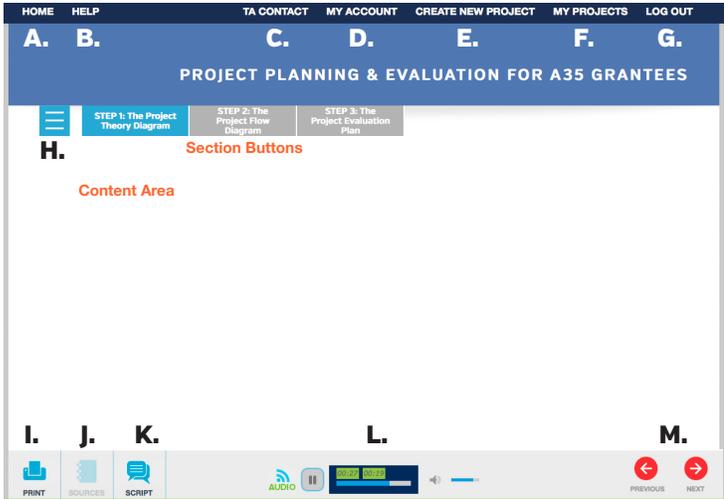
If you are using the same computer to access the training program, it will “remember” where you left off when you leave. A “Course started” prompt will enable you to redirect to the last page you visited, or you can close the window to go to the “Let's Get Started” page of the module.

CUTTING & PASTING

Don't cut and paste text directly from another document [e.g., Microsoft Word doc] into the module content boxes. First, paste the text into a text editor, and “make plain text” to remove any text formatting. Once the formatting is removed, cut and paste the “clean” text.



MODULE NAVIGATION AT-A-GLANCE



- A. HOME
- B. HELP
- C. TA CONTACT
- D. MY ACCOUNT
- E. CREATE NEW PROJECT
- F. MY PROJECTS
- G. LOG OUT
- H. TABLE OF CONTENTS
- I. PRINT
- J. SOURCES
- K. SCRIPT
- L. AUDIO PLAYER
- M. PREVIOUS & NEXT

- A. Click HOME to return to the training landing/home page.
- B. Click HELP to report any technical issues you experience.
- C. TA CONTACT will display a list of names and email addresses of who to reach for Technical Assistance.
- D. The MY ACCOUNT area includes your profile information.
- E. Click CREATE A NEW PROJECT to Complete a “Project Profile Form” for a new project.
- F. Click MY PROJECTS to see a list of all the projects you have created, and edit or delete those projects.
- G. Click LOG OUT to exit the module. You can exit and return to the module as often as you like in order to complete the content. Upon return, you will have the option to resume the training where you left off or to select another section of the module.
- H. This blue button is a Table of Contents. As you move through the training you can quickly navigate to any of the content you have already reviewed, without having to use the “previous” or “forward” button. This is especially helpful when you may return to the training at a future date to access a specific piece of information.
- I. Click the print icon if you would like to print the screen you are viewing. For screens with graphics and animated “builds” of information, we recommend that you do a “print screen” or “screen capture” from your computer desktop in order to visually capture all of the content.
- J. Click on SOURCES to see additional content, or sources for content, shared on the page was found. If it’s not clickable, there isn’t any additional information.
- K. On screens where audio narration is used you can click SCRIPT for a pop-up window where you can read the text.
- L. This audio dashboard can be used to stop, start, and replay the audio narration, and adjust the volume.
- M. Use the NEXT and PREVIOUS arrows to navigate from screen to screen. Note that some screens feature an image gallery which will have its own set of arrows to allow you to click through that gallery.

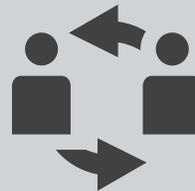
USE THE RESOURCE!

Watch together with your team so that you can discuss how you will complete your evaluation roadmap for your project.



SHARE THE RESOURCE!

Tell others about the online training module so they can use it too.



PROVIDE FEEDBACK!

At the end of the module there is a one page evaluation form that will help us refine content. Please complete it.

