

Instructions to Calculate the New GPRA Measures

This document is designed to give step-by-step instructions on how to use participant data to calculate each of the two updated GPRA measures for the Teaching American History Program. In addition, you have also received an Excel file that provides an example, as well as a template for recording your project's participant data.

Since GPRA measure #1.1 is dependent on the calculations for GPRA measure #1.2, we will begin with the instructions for GPRA measure #1.2.

GPRA Measure #1.2 – The percentage of TAH participants who complete 75% or more of the total hours of professional development offered.

1. Open the Excel document, "TAH Guidance Document". Click on the tab for the second worksheet (at the bottom of the page) that is labeled "Worksheet #2 GPRA 1.2".
2. The top of the sheet offers an example of how to track the amount of professional development hours that were both offered and attended during the year.
3. Underneath the line labeled "EXAMPLE" you will see a row that details both the types of PD offered, as well as the number of hours each event lasted. The TAH team has created several categories for the types of Professional Development (PD) offered by the projects. Please classify your events to the best of your ability using the following: Institute, Workshop, Seminar, Colloquium, Field Trip, Follow Up, and Other.
4. The rest of the worksheet provides space to track the attendance of participants at each of these events. We ask that you record this information for ALL participants, regardless if they attend one or all of the PD events offered.
** Please note on the example document that attendance is noted by the number of hours that the event lasted, rather than a check mark or an "X". The reason for this is to increase the ease of calculating the "Total Hours Attended" for each participant. For example, under the "Institute" column, Participant 4 has a GREEN "8" in the box instead of the full "16". This is to illustrate that participants that attend only part of a PD session should receive credit for the amount of time they attended. **
5. Once you have recorded all of the participants' "Total Hours Attended", divide each sum by the "Total Hours Offered" (48 in our example). This will produce the "% of PD Hours Attended" for each participant.
6. We ask that you then identify the participants that attend 75% or more of the PD activities offered. In our example, those listed in Black have met the 75% threshold, while those in Red have not.
7. Finally, take the total number of participants with 75% or higher attendance and divide it by the total number of project participants. This ratio and percentage is what you will report as your result for GPRA measure #1.2. Please enter it underneath the GREEN box. Not too bad, huh?

** Although we do not require it, we recommend that you use these data to also track the average attendance at each of the PD events to better inform you of the events that were more and less successful. **

GPRA Measure #1.1 – The average percentage change in the scores (on a pre-post assessment of American History) of participants who complete at least 75% of the professional development hours offered by the project. Test or measure will be aligned with the TAH project and at least 50% of the questions will come from a validated test of American History.

1. Click on the tab for the first worksheet (at the bottom of the page) that is labeled “Worksheet #1 GPRA 1.1”.
2. The top of the sheet offers an example of how to track the pre and post-test scores, as well as the difference between the two.
3. Underneath the line labeled “EXAMPLE” you will first see three columns labeled "Participant ID #", "From School in Need of Improvement", and "% of PD Hours Attended". Enter the information from Worksheet #2 for GPRA measure 1.2 that you just completed. Since this measure is only concerned with those participants who attended at least 75% of PD offered, only those participants' scores will be used for GPRA measure #1.2.
*** *Notice* that those listed in RED on the last worksheet are not included in this worksheet. (Since you will not know each participant's final participation rate until the PD finishes, you can use this template to track ALL teachers' pre and post-test scores, then report to us the scores of the teachers that participate in 75% or more of the PD hours offered). ***
4. The rest of the worksheet provides space to track the pre and post-test scores for each of these participants as well as the difference (post-test minus pre-test).
5. With this information recorded, we are ready to calculate the GPRA measure 1.1. First, sum the results of the “Pre-Test Score” column. Take that result and divide it by the total number of participants that completed at least 75% of the PD hours offered. This percentage is the Cumulative Average Pre-Test Score and goes in the LIGHT YELLOW box at the bottom of the column. You will then do the same for the “Post-Test Score” column. Finally, you take the difference of these cumulative average scores (Post-Test minus Pre-Test). The resulting number is your result for GPRA measure 1.1 and is recorded underneath the GREEN box.
6. Finally, in the blue box, please provide the name of the standardized test(s) from which at least 50 % of your assessment question came from, as required in the measure. And now you are done. TAH DAH!