

Eat Like a Champ: Evaluation 2018

Welcome to the Eat Like a Champ Evaluation kit. This document will give you all the instructions you need to get you and your class set up and ready to start the children's evaluations.

Overview

First, a quick overview of the study. We want to know if children put into practice what they learn about healthy eating through Eat Like a Champ. We therefore need to collect information about children's eating habits. We will do this using an online checklist. By the end of the study, everyone will have had feedback about their class's eating habits.

There are two types of school taking part in the research, intervention schools and control schools.

If you are in an *intervention school*, you'll be delivering the Eat Like a Champ teaching programme between now and Christmas. You'll collect information on your pupils' eating habits three times between now and January/February: before you start the teaching sessions (baseline); immediately after the teaching sessions are over (Week 7); and then seven weeks after that (Week 16). We will you send an email reminder a week before your pupils need to complete the second and third checklists.

If you are in a *control school*, it means you are not due to deliver the Eat Like a Champ teaching sessions this term. You'll collect information on pupils' eating habits at the same three times as the intervention schools. *If you are in a control school, please hold off teaching about healthy eating (ELAC or other teaching about healthy eating) until the third checklist has been completed.* At the end of the study, the control schools can see the analyses and deliver the Eat Like a Champ classroom teaching sessions. Just ask us for the ELAC teaching pack so you have all the materials you need.

If you have not yet completed the teacher survey, please do so now, before you start the evaluation. Click [here](#) to start the survey. It takes 10 minutes.

10 steps to success

These notes follow the slide sequence in a document you can download.

- If you are in an **intervention** school, click [here](#).
- If you are in a **control** school, click [here](#).

The slides show you all the screens you and your pupils will encounter when completing the evaluation. The relevant slide numbers are given in square brackets after each heading below, like this: [\[2-6\]](#)

If you have a problem logging in, entering data, or getting the software to work, please contact [Hannah Mayhall](#) at Danone UK or [Michael Nelson](#) at Public Health Nutrition Research. Just click on the name above to open a new email.

A note of caution

This is the first time we have used this programme to collect the checklist data. We have tested the programme, of course, but as with any new programme, there may be problems we haven't foreseen. If the programme stops working, or you crash out with a long list of errors listed on screen, IT'S NOT YOUR FAULT!

Refresh the screen to see if that gets you back to where you were (click on the refresh button at the top of the screen  next to the URL, or press the back arrow). If that doesn't work, log in again. If that doesn't work, please let us know what the problem is as soon as possible using the email links above. We'll do everything we can to get things working again.

STEP 1: Welcome email

If you have received these notes you have already completed Step 1! You have sent in your school consent form and are ready to log in. If you haven't sent in your class consent form, **please send it now!** Also, you will need it later before you can enter class details.

STEP 2: Open the programme

To register or log in, click on the link in the email or on the link below:

<https://evaluationadmin.eatlikeachamp.co.uk/login>

STEP 3: Registration [Slides 2-6]

The Welcome email includes your school URN (a six-digit code) and an ELAC code (10 characters). Your school is in the system and teachers in your school can register to take part in the evaluation.

Before you can log in as a teacher, you need to **register**. Click **REGISTER** in the upper right-hand corner of the login screen. Enter the URN and ELAC code and click **CONFIRM**. If your own school name comes up, click **YES**.¹

You will see the Registration screen. Enter your first and last name, your email address, and your mobile phone number, then choose and re-enter a password. Check the mobile phone number carefully. It will be used to verify your account the first time you log in, and to reset your password if you forget it. Read the privacy policy and tick the box to show you accept the terms. Then click **REGISTER**. One school can have several teachers registered, but each teacher needs their own account. As long as a teacher has the URN and ELAC code, they can register their own account.

¹ If the school name that comes up is not your school, or no school name is displayed, click **No**. You will get a chance to re-enter the URN and ELAC code. If you still get the wrong school coming up, please contact [Hannah Mayhall](#) or [Michael Nelson](#)

Please make a note of your password. The password reset function works with the mobile phone number you provided. If you forget your password and cannot reset it, contact Hannah or Michael.

The next time you want to use the programme, click on the link above to open the programme, and enter your email and password. The **first time** you log in, you will be asked to verify your mobile phone number. A verification code will be sent to the mobile phone number you entered when you registered. Enter the verification code in the box on screen and click **VERIFY**.

STEP 4: Add a class [Slides 7-9]

After you register, and each time you login, you will see the Teacher Admin Page. From here, you will be able to do all the things you need to do to record your pupils' consumption, see the questions about food and drink, and analyze the results.

Click **ADD A NEW CLASS**. Enter the class name and click **ADD**.

If more than one class in the school is taking part in the evaluation, make sure each class is given a unique name. You can see the names of the classes already created in the list in the Teacher Admin dashboard.

When you have added the class, a new screen shows a list of the classes in your school, including the one you created. Click **VIEW** to open the class you want to work with.

STEP 5: Upload the teacher consent form [Slides 10-13]

You cannot continue until the signed and dated consent form has been uploaded.

You should have already completed the consent form at the end of the Year 5 Teachers letter and sent it to eatlikeachamp@kcl.ac.uk or Michael.nelson@phnresearch.org.uk. Save a copy of the completed consent form to your computer.

If you need to complete the form, download a copy by clicking on **GET CONSENT FORM** in the lower left-hand corner of the screen. Print the consent form, then complete, sign and date it, scan or photograph, and save it to your computer.

Please note:

This consent form is different from the one completed by the Head Teacher on behalf of the school. Each teacher must complete and upload a consent form for their class before they can add pupils.

To upload the form, click on **CHOOSE FILE**, browse to find the file, then choose it. You should see the file name appear next the **CHOOSE FILE** button.

Click on **UPLOAD FORM**.

When you have successfully uploaded the consent form, the screen will show

VIEW COMPLETED FORM in the lower left-hand corner.

You can now enter your pupils' details.

STEP 6: Add your pupils [Slides 14-16]

You will need to have the class register at hand.

Enter each pupil's first name, initials, date of birth and gender. Click on **ADD PUPIL**. You will gradually build up the list of the class. Enter details for all the children listed on the register.

If at any stage a child says they do not want to take part, click on **REMOVE** to delete their name from the list. You can remove a name from the list at any stage:

- before they complete any checklists
- after they have completed one or more checklists but then decide they do not want to continue to take part
- if you have received an opt-out form from a child's parent or carer

Scan or photograph any opt-out forms that you receive and email to eatlikeachamp@kcl.ac.uk

STEP 7: Create the relevant session for your class [Slides 17-21]

Once everyone is added, and you have removed pupils you don't want on the list, you can start a class session.

Pre-load the programme on the screens in the IT suite so it is ready to run when the pupils arrive using <https://evaluation.eatlikeachamp.co.uk/> The screen will show four boxes for the pupils to enter the session code. [SEE SLIDE 35] This is the quickest way to get started.

Take your class to the IT suite.

*Before starting a session, print out and distribute the **Instructions for Pupils** (page 8), one for each pupil. Collect them up at the end of the session, as you will need them again.*

When everyone has a copy of the **Instructions for Pupils**, click on **CREATE SESSION**.

Choose the class (click in the space, and a drop-down menu will appear).

Then click on the box next to **Phase**. and choose the phase of the evaluation you want to complete: baseline (first session); 6 weeks (second session); or 12 weeks (third session).

Click **CREATE**.

You will need to add at least 10 pupils to be able to generate feedback once pupils have entered their data. If you have fewer than 10 pupils, get in touch with [Hannah](#) or [Michael](#).

STEP 8: Starting a session [Slides 22-25]

If you have not pre-loaded the programme, ask your pupils to enter the following link in their browser: <https://evaluation.eatlikeachamp.co.uk/> and then press Enter.

When you pressed Create, on the left-hand side of the screen you will see a 4-digit code in giant font.

Write the 4-digit code clearly where every pupil can see it.

Review the **Pupil data entry: Summary** on page 7.

When everyone has a copy of the **Instructions for Pupils**, and can see the 4-digit code, go through the steps below with the pupils, **STEP 3** on their instructions.

Answer every question as honestly as you can. There are no right or wrong answers. Please don't talk to your neighbours or watch what they are doing.

For each food or drink listed, click the button to say:

- If you ate it today, click '**Today**'
 - If you ate it yesterday, click '**Yesterday**'
 - If you ate it on both days, click '**Today**' and '**Yesterday**'
 - If you did not eat it on either day, click '**Nope**'
- Put at least one tick for every food or drink. You can tick '**Today**' and '**Yesterday**' if you had the food on both days.
 - If you make a mistake or you want to change your answer, un-tick the box (click on the box again) and put in the answer you think seems right.
 - If you are not sure which box to tick, just make your best guess. There are no right or wrong answers.
 - Answer all the questions until you get to the end. It should take about 20 minutes. You can see your progress in the bar at the top of the screen.
 - **Please do not talk with your classmates or copy their answers**
 - If you want to change an answer for a food or drink that is no longer on screen:
 - Click on 'Answer History' in the upper left-hand corner 
 - Scroll up and down to see your answers
 - Click on edit  to change an answer
 - Click on save  to save your changes, or click **x cancel** to cancel your changes
 - When you are done, click on  at the top of the screen to close 'Answer History'
 - If the programme freezes, click the refresh button at the top of the screen  next to the URL and carry on.

There are two more comments from you, the teacher, to read out.

These are not in the pupils' instructions:

- The foods are divided into sections to make it easier for you to fill out. There is a separate section for take-away meals and ready meals.
- If you had a sandwich, tick a box for the bread (like a brown roll or white sliced bread), another box for the filling (like tuna or peanut butter) and the salad box if you had salad in it.

Click **START SESSION** to make the session live. The banner at the top of the screen will change to show that the session has started.

NOW pupils can enter the 4-digit code and start the evaluation process.

STEP 9: Progressing, Pausing and Ending a session [Slides 26-31]

Within your admin panel, you will see the list of pupils. If a pupil enters their date of birth and it is not recognized, check the list of pupils and dates of birth against the register. Add their correct details on the **+ADD PUPIL** screen [SLIDES 14-15].

On the right-hand side of your screen you will see how they are progressing. If you click on **REFRESH**, you will be able to see the progress of your children as they complete the checklists. Carry on checking progress until all of the pupils in the IT suite have completed the checklist and the labels are green and say **COMPLETE**.

Pausing a session

Your class may need to complete data entry in two or more sittings. For example, your IT suite may not be big enough to accommodate all the pupils in your class at the same time.

When the first group of pupils has completed their checklists, click **PAUSE SESSION**. **DO NOT CLICK 'END SESSION' AT THIS POINT!** By clicking **PAUSE SESSION**, the session stays live but the first group of children can no longer edit their checklists.

Refresh the screens/monitors for the second group of pupils (try clicking the refresh button at the top of each monitor to see if that takes you back to the start of the programme, or re-enter the URL <https://evaluation.eatlikeachamp.co.uk/>, or get the pupils to enter the URL).

When the next group of children come into the IT suite, click **RESUME SESSION**. The new group of pupils types in the 4-digit session code. Use the same code for both sittings.

Ending a session

When everyone in the class has finished entering data for that phase, click **END SESSION**. You will be asked to confirm that you want to end the session. If so, in the **CONFIRM** screen, click **END SESSION** again. The session will end.

On the next screen, the banner at the top will say:

This session has finished. You are no longer be able to edit or make changes.

At the bottom of the screen, it will say **Session has finished**.

STEP 10: Analysis [Slides 32-33]

When all the children have finished entering data for the session, you will be able to see the analysis of their answers. Click **ANALYSE** in your navigation bar. Then click the name of the class whose results you want to see.

A report will appear on your screen. At baseline, you will see some introductory text followed by a bar chart that compares your class results with average baseline data from previous evaluations. At the second and third phases, you will see comparisons of your class's results between phases.

You will see the analysis only if 10 or more children have entered their data. If there are fewer than 10 pupils' entries, the data will be stored but the results will not be shown.

Pupil data entry: Summary

Each session should take around 40 mins from start to finish.

Most pupils complete data entry in around 20 minutes.

IMPORTANT:

Children should not copy or discuss their entries with their classmates while completing the checklist. Please emphasize this with the children before they start.

All questions about food and drink follow the same format. The material has been purposefully written for their age group. If there are any issues with completion, please let us know.

Walk around the room, encourage pupils to be thoughtful in their responses (it is not a race!), and help any students that may need guidance.

Steps for pupils [Slides 35-46]

- **Step 1:** Set up the monitors to show the opening screen of: <https://evaluation.eatlikeachamp.co.uk/> or tell pupils to login using the URL
- **Step 2:** Go through the instructions with the pupils about how to enter responses and make corrections (teacher version p.5, pupil version p.8)
- **Step 3:** Display the 4-digit session code in large print somewhere prominent in the room. When you have clicked **START SESSION**, tell them to enter the 4-digit code.
- **Step 4:** Once pupils start the evaluation, they should answer all questions and continue to the end. Encouragement blasts occur at the end of each section.²
- **Step 5:** Give pupils enough time to review their answers with the 'Answer History' button (see Instructions for Pupils), and make changes if they want

If at any stage you have a problem, please contact [Hannah Mayhall](#) at Danone UK or [Michael Nelson](#) at Public Health Nutrition Research (Ctrl and click on link to email); or ring 07771 674 258 or 07884 275 931.

² Please forgive this sound. Apparently, it works well to encourage children. You WILL be sick of it by the time the evaluation is complete (or before).

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ELAC Evaluation 2018: Instructions for pupils

STEP 1: Open the programme

The programme is already loaded. If it is not loaded, type this link into the browser:
<https://evaluation.eatlikeachamp.co.uk/> and press Enter

STEP 2: Enter the session code

- When your teacher tells you, enter the 4-digit code on display in the room.
- Select your date of birth from the list. If you can't find your date of birth, or you can't remember it, tell your teacher.
- Your teacher has already entered your name into the system so the computer should know your name! If your name isn't there, tell your teacher straight away.
- If nothing is happening, please ask your teacher to make sure the session has been started.

STEP 3: Complete the checklist

Once you start the session, answer every question as honestly as you can. There are no right or wrong answers. Please don't talk to your neighbours or watch what they are doing.

For each food and drink listed, click the button to say:

- If you ate it today, click '**Today**'
- If you ate it yesterday, click '**Yesterday**'
- If you ate it on both days, click '**Today**' and '**Yesterday**'
- If you did not eat it on either day, click '**Nope**'
- Put at least one tick for every food or drink.
- If you make a mistake or you want to change your answer, un-tick the box (click on it again) and put in the answer you think is right.
- If you are not sure which box to tick, just make your best guess. There are no right or wrong answers.

Answer all the questions until you get to the end. It should take about 20 minutes. You can see your progress in the bar at the top of the screen.

If the programme freezes, click the refresh button at the top of the screen  next to the URL and carry on.

Please do not talk with your classmates or copy their answers

- If you want to change an answer for a food or drink that is no longer on screen:
 - Click on 'Answer History'  in the upper left-hand corner.
 - Scroll up and down to see your answers
 - Click on edit  to change an answer
 - Click on save  to save your changes, or click **x cancel** to cancel your changes
 - When you are done, click on  at the top of the screen to close Answer History'

STEP 4: Finished

Once you have finished the evaluation and corrections, you will get a screen which tells you what to do. Or just close the browser window!