

MG Core Training Reporting and Evaluation Guide

[Quick tips](#)

[Core training types](#)

[Reporting/Evaluation](#)

[Traditional training](#)

[State hybrid training—full participation](#)

[State hybrid training—partial participation](#)

[Online training](#)

[Online+local training](#)

[Sample evaluation distribution language](#)

[Distribution email language](#)

[Reminder email language](#)

[Reporting “extra” attendees to core training sessions](#)

Quick tips

Reporting

- See information on core training PEARS reporting for each course format below
- In addition to reporting in PEARS, local programs will be asked to report basic information on their core training courses via a quick Qualtrics survey to be sent in December. This overview data will be used to confirm that PEARS data is comprehensive and not duplicated.
- In main PEARS core training entries, only include trainees in participant and demographic counts. See information below on [how to report “extra” attendees](#).

Evaluation

- See information on core training evaluation for each course format below
- All programs should use the statewide Master Gardener core training evaluation survey. Typically statewide analysis of Master Gardener training is done annually. We can provide a standard unit-level summary at any time on request.
- Sample [evaluation distribution](#) and [evaluation reminder](#) language is provided below
- Evaluation information on MG core training does not need to be entered in PEARS.

Core training types

[Traditional training](#). Locally organized and delivered. May be in-person and/or virtual.

Hybrid training

[State hybrid training—full participation](#). Participants use all state-coordinated shared-expert sessions and online topic resources combined with locally organized sessions.

[State hybrid training—partial participation](#). Local programs use some shared expert sessions or online topic resource collections, fitting them within a locally organized program.

Online training

[Online training](#). Participants use state online MG platform only.

[Online+local training](#). Participants complete state online MG platform and attend supplemental local sessions.

Reporting/Evaluation

Traditional training

Evaluation—traditional training

Evaluation content. Core evaluation questions. If desired, local organizers can develop their own short survey focusing on aspects of local training.

Evaluation distribution. Local coordinators should distribute the evaluation via email at the conclusion of the training course, and send a follow up email reminder a week later. See sample language and link below. If short local survey is also used, provide participants with that link directly, or consult with Karen to link a local survey to the main one in Qualtrics.

PEARS reporting—traditional training

1. Create a single program entry
2. Use program activity naming format: **MG core training/your location**
3. List all sessions under that program entry
4. Tag yourself and other staff who presented as collaborators
5. Report total participants and demographics for your trainees.

State hybrid training—full participation

Evaluation—full hybrid

Evaluation content. Core evaluation questions + online platform question block. If desired, local organizers can develop their own short survey focusing on aspects of local training.

Evaluation distribution. Evaluation is distributed directly to trainees through the online platform. No additional distribution is needed. If short local survey is also used, provide participants with that link directly, or consult with Karen to link a local survey to the main one in Qualtrics.

PEARS reporting

Local organizers:

1. Create a single program entry
2. Use program activity naming format: **MG core training/hybrid/your location**
3. List all local breakout sessions under that program entry
4. Tag yourself and other staff involved in the local breakout sessions as collaborators.
5. Do NOT list the statewide group sessions—they will be reported separately.
6. Report total participants and demographics for your trainees.

Candice/state organizer

1. Create a single program entry
2. Use program activity naming format: **MG core training/hybrid/statewide**
3. List all statewide sessions (90 minutes each)
4. List all collaborators
5. List actual number of participants for each session

State hybrid training—partial participation

Evaluation

Evaluation content. Core evaluation questions. If desired, local organizers can develop their own short survey focusing on aspects of local training.

Evaluation distribution. Local coordinators should distribute the evaluation via email at the conclusion of the training course, and send a follow up email reminder a week later. See sample language and link below. If short local survey is also used, provide participants with that link directly, or consult with Karen to link a local survey to the main one in Qualtrics.

PEARS reporting

1. Create a single program entry
2. Use program activity naming format: **MG core training/your location**
3. List all local sessions under that program entry; do NOT list statewide shared expert sessions as these are reported by the state coordinator.
4. Tag yourself and other staff who presented in local sessions as collaborators
5. Report total participants and demographics for your trainees.

Online training

Evaluation

Evaluation content. Core evaluation questions + online platform question block

Evaluation distribution. Evaluation is distributed to trainees directly through the online platform. No additional distribution is needed.

PEARS reporting

Local organizers: do not report in PEARS

Candice/state organizer

1. Create a single program entry
2. Use name format: **MG core training/online/Term**
3. List all sessions under that program entry
4. Tag yourself and other staff who presented as collaborators
5. Report total participants and demographics as available

Online + local training

Evaluation

Evaluation content. Core evaluation questions + online platform question block. If desired, local organizers can develop their own short survey focusing on aspects of local training.

Evaluation distribution. Evaluation is distributed to trainees directly through the online platform. No additional distribution is needed. If short local survey is also used, provide participants with that link directly, or consult with Karen to link a local survey to the main one in Qualtrics.

PEARS reporting

Local organizers

1. Do not report online sessions in PEARS
2. Report local supplemental sessions in PEARS
3. Use name format: **MG core training/online supplemental/Term/location**

Candice/state organizer

1. Included in “online training” reporting above.

Sample evaluation distribution language

Distribution email language

Distribute within three days of final training meeting

Thank you for participating in the Master Gardener training program. We would like to request your feedback on this training so that we can continue to improve our Master Gardener program. We aim to hear from 100% of participants! The evaluation should take 5-10 minutes to complete. Link to survey: <https://go.illinois.edu/MGevaluation>

Reminder email language

Distribute a week after initial request

At the close of Master Gardener training last week, we asked for your input so that we can continue to improve our Master Gardener training program. If you have already responded to the evaluation survey, thank you! If you have not yet responded, we respectfully request that you complete the evaluation now. We’d like to hear from all training participants so that we can better understand the strengths and weaknesses of this training. Thank you! Link to survey: <https://go.illinois.edu/MGevaluation>

Reporting “extra” attendees to core training sessions

Occasionally Master Gardeners who have already completed training, or others, attend core training sessions. We want to count these participants but make sure they are differentiated from the trainees.

If a session has extra attendees besides trainees, enter a separate program activity for the session and list the number of session-only participants using this naming format: **MG core training/Extra/topic**.