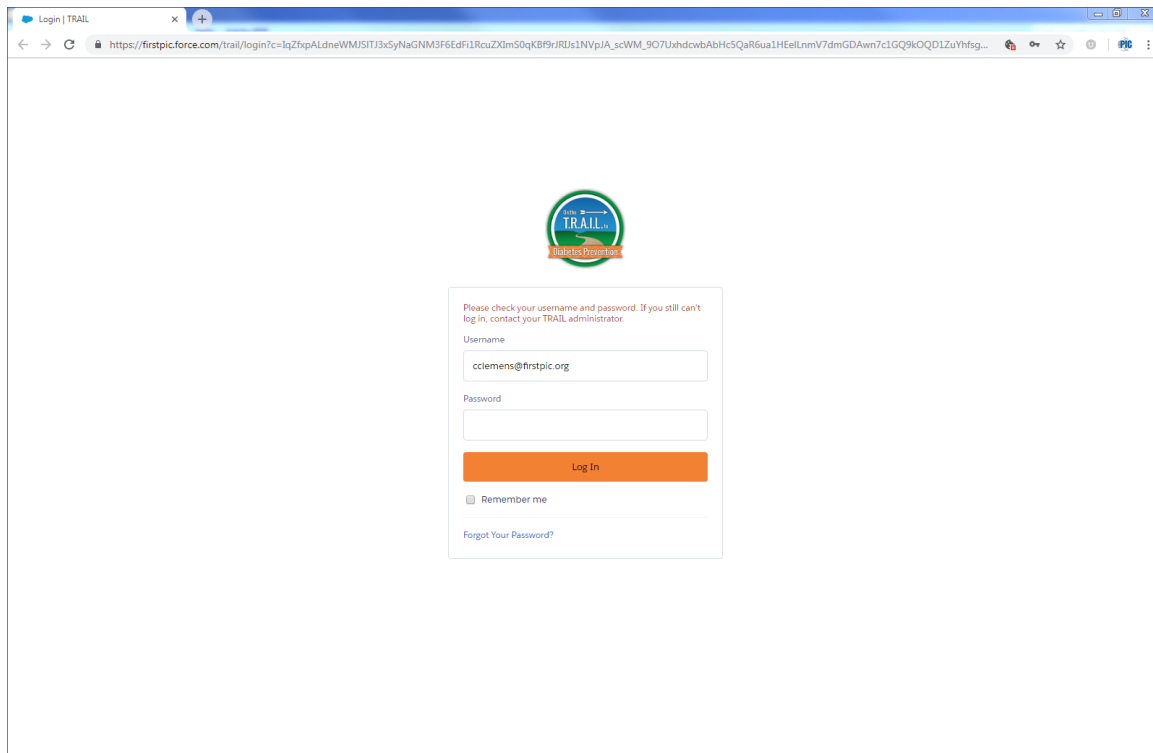


## Completing Pre-/Post-Test

The Pre and Post-Tests are a way for the T.R.A.I.L. program to measure youth progress throughout the program. Youth will complete a test at the start of the curriculum, and then again at the end. The results of both of these tests must be documented in the Online Reporting Site (ORS).

1. In order to enter Pre-/Post-Test information into the ORS, you will first log in to your (ORS) account at Login to your T.R.A.I.L. Online Reporting Site home page at <https://firstpic.force.com/trail/>



TRAIL  
BGC of Example Land

Please check your username and password. If you still can't log in, contact your TRAIL administrator.

Username  
cclemens@firstpic.org

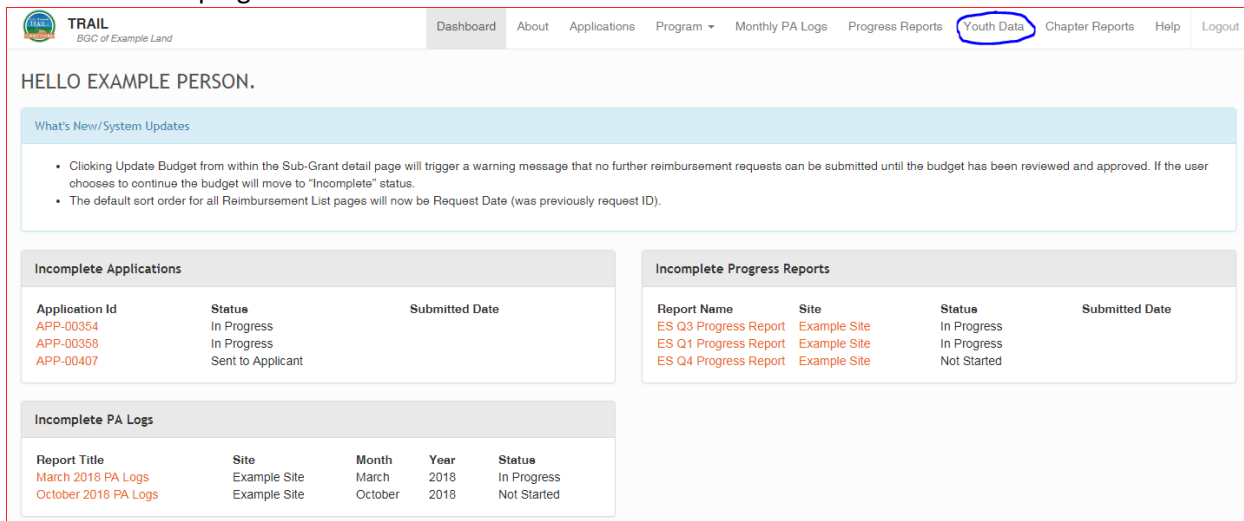
Password

Log In

☐ Remember me

[Forgot Your Password?](#)

2. Once logged in, you will arrive at your Dashboard. From there, click on the “Youth Data” link in the top right corner of the screen.



TRAIL  
BGC of Example Land

Dashboard About Applications Program Monthly PA Logs Progress Reports **Youth Data** Chapter Reports Help Logout

HELLO EXAMPLE PERSON.

What's New/System Updates

- Clicking Update Budget from within the Sub-Grant detail page will trigger a warning message that no further reimbursement requests can be submitted until the budget has been reviewed and approved. If the user chooses to continue the budget will move to "Incomplete" status.
- The default sort order for all Reimbursement List pages will now be Request Date (was previously request ID).

Application Id	Status	Submitted Date
APP-00354	In Progress	
APP-00358	In Progress	
APP-00407	Sent to Applicant	

Report Name	Site	Status	Submitted Date
ES Q3 Progress Report	Example Site	In Progress	
ES Q1 Progress Report	Example Site	In Progress	
ES Q4 Progress Report	Example Site	Not Started	

Report Title	Site	Month	Year	Status
March 2018 PA Logs	Example Site	March	2018	In Progress
October 2018 PA Logs	Example Site	October	2018	Not Started

- You will then see a section named “Participating Youth”, along with a list of the your T.R.A.I.L. youth (if you don’t see youth in this section, you will need to first add youth into the system – please see the corresponding guide titled “Adding Youth to the Site”).

**YOUTH DATA**

Site: Example Site

Grant: View All Year: 2018 - 2019 Sort By: Site Update Clear

**Participating Youth** Add Youth

Name	Site	Year	Pre-Test	PA Challenge	Post-Test	Highest Chapter Completed	Delete
Example Y	Example Site	2018 - 2019	Not Started	Not Started	Not Started		✕
John S	Example Site	2018 - 2019	Not Started	Not Started	Not Started		✕
Amelia D	Example Site	2018 - 2019	Not Started	Not Started	Not Started		✕
Peter A	Example Site	2018 - 2019	Not Started	Not Started	Not Started		✕
Jill R	Example Site	2018 - 2019	Not Started	Not Started	Not Started		✕

1 - 5 of 5

- When you have entered all participating youth into the system and they have completed the Pre-Tests, click on one of the “Not Started” links to begin entering the Pre-Test information for each youth.

**Participating Youth**

Name	Site	Year	Pre-Test	PA Challenge	Post-Test
Example Y	Example Site	2018 - 2019	Not Started	Not Started	Not Started
John S	Example Site	2018 - 2019	Not Started	Not Started	Not Started
Amelia D	Example Site	2018 - 2019	Not Started	Not Started	Not Started
Peter A	Example Site	2018 - 2019	Not Started	Not Started	Not Started
Jill R	Example Site	2018 - 2019	Not Started	Not Started	Not Started

- For each youth Pre-Test you click on, you will see the following section. Here you will transcribe the youth’s answers to each question.

**EXAMPLE Y** Status: Not Started Date: 10/10/2018

**BGC Example Land Year 2018 - 2019 Pre-Test**

- What is an example of being physically healthy? --None--
- What is an example of being emotionally healthy? --None--
- Type 2 diabetes is a disease: --None--
- What is the most important drink we can put in our bodies? --None--
- What are some ways a person can prevent type 2 diabetes? (Hint: There is only one correct answer). --None--
- A person should eat at least \_\_\_\_ fruits and vegetables each day. --None--
- What is the minimum number of minutes of physical activity you should get every day? --None--
- How many food groups are there? --None--
- Processed foods are found packed in boxes, cans, or bags and are not found in nature. --None--
- French fries come from an animal. --None--
- An advertisement, or ad, is something that tells people about a product and tries to get them to buy it. --None--
- Which of the following are names of food groups?
 

Available

a. Dairy  
b. Protein  
c. Vegetables

Chosen
- Which of the following are healthy ways to handle stress?
 

Available

a. Go for a walk outside  
b. Talk to a trusted friend or adult  
c. Yell at your parents or friends

Chosen

Questions 15 and 16 do not have a right or wrong answer. Choose the answer that best describes how you feel or what you are able to do.

- After each sentence, choose the answer that best describes how you feel or what you can do.
 

a. I can play hard during most of recess. --None--

b. I can play hard during most of physical education class. --None--

- Once you have transcribed all of your youth's Pre-Test responses, be sure to review your work to ensure everything is accurate. Once you have finalized the responses click on the "Submit" link.

Questions 15 and 16 do not have a right or wrong answer. Choose the answer that best describes how you feel or what you are able to do.

14. After each sentence, choose the answer that best describes how you feel or what you can do.

- I can play hard during most of recess.
- I can play hard during most of physical education class.
- I can play hard every day when I have the chance during my free time.
- At the store, I can ask for fresh fruit instead of ice cream.
- At the store, I can ask for nuts or sunflower kernels instead of potato chips.
- I can choose to drink water instead of soda pop.
- I can ask for cheese pizza instead of pepperoni pizza.

15. After each sentence, choose the answer that best describes how you feel or what you can do.

- I like to be physically active every day.
- I like to eat a piece of fruit every day.
- I like to eat a vegetable every day.
- The adults in my house eat fruits and vegetables.

Back Save **Submit**

- You will then be taken back to the "Participating Youth" section. As you can see below, the ORS indicates youth that have a completed Pre-Test.

**YOUTH DATA**

Site: Example Site

Grant: View All Year: 2018 - 2019 Sort By: Site **Update** Clear

Participating Youth **Add Youth**

Name	Site	Year	Pre-Test	PA Challenge	Post-Test	Highest Chapter Completed	Delete
Example Y	Example Site	2018 - 2019	Complete	Not Started	Not Started		✕
John S	Example Site	2018 - 2019	Not Started	Not Started	Not Started		✕
Amelia D	Example Site	2018 - 2019	Not Started	Not Started	Not Started		✕
Peter A	Example Site	2018 - 2019	Not Started	Not Started	Not Started		✕
Jill R	Example Site	2018 - 2019	Not Started	Not Started	Not Started		✕

1 - 5 of 5

- Continue filling in Pre-Tests for all of your youth. In addition to indicating "Complete" and "Not Started" Pre-Tests, the ORS also indicates "Incomplete" Pre-Tests for any test data that was saved before submission.

**YOUTH DATA**

Site: Example Site

Grant: View All Year: 2018 - 2019 Sort By: Site **Update** Clear

Participating Youth **Add Youth**

Name	Site	Year	Pre-Test	PA Challenge	Post-Test	Highest Chapter Completed	Delete
Example Y	Example Site	2018 - 2019	Complete	Not Started	Not Started		✕
John S	Example Site	2018 - 2019	Not Started	Not Started	Not Started		✕
Amelia D	Example Site	2018 - 2019	Incomplete	Not Started	Not Started		✕
Peter A	Example Site	2018 - 2019	Complete	Not Started	Not Started		✕
Jill R	Example Site	2018 - 2019	Not Started	Not Started	Not Started		✕

1 - 5 of 5

- The process to input Post-Tests – which are to be completed by youth following Chapter 12 – is the same as the process for inputting Pre-Tests. The content of the tests are identical to the Pre-Test. You will be able to map your progress with the Post-Test by seeing if they are complete,

YOUTH DATA

Site: Example Site

Grant: View All

Year: 2018 - 2019

Sort By: Site

Update

Clear

Participating Youth

Add Youth

Name	Site	Year	Pre-Test	PA Challenge	Post-Test	Highest Chapter Completed	Delete
Example Y	Example Site	2018 - 2019	Complete	Not Started	Complete		✕
John S	Example Site	2018 - 2019	Not Started	Not Started	Incomplete		✕
Amelia D	Example Site	2018 - 2019	Incomplete	Not Started	Not Started		✕
Peter A	Example Site	2018 - 2019	Complete	Not Started	Complete		✕
Jill R	Example Site	2018 - 2019	Not Started	Not Started	Not Started		✕

1 - 5 of 5

«

◀

▶

»

not started, or incomplete. Before the end of each Grant year, you must have fully documented Pre and Post test data into the ORS.