

## Appendix 0. BBF Recommendations Grading Online Survey Set-Up

*These instructions are intended to be used by the BBF-Yale team in order to develop the online policy recommendation development and prioritization survey template (Appendix 4) using Google Forms and Google Sheets.*

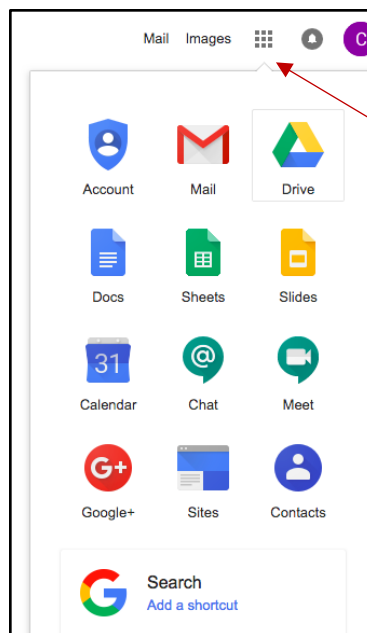
### Steps

**Step 1.** Open a web browser (Explorer, Chrome, FireFox, etc.) and go to [www.google.com](http://www.google.com).

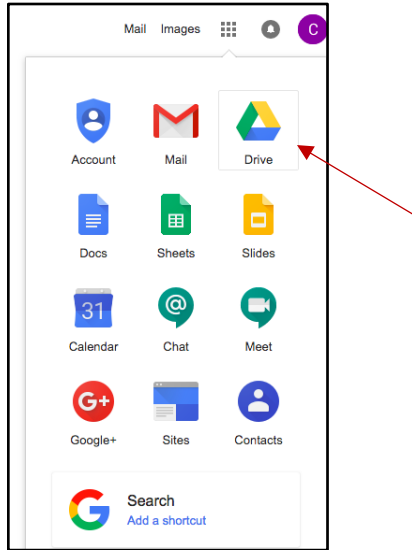
Step 2. Sign in to Google using a Gmail email address:



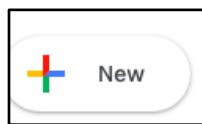
**Step 2.** Select Google Apps by clicking on the 6 dots at the top right of the screen:



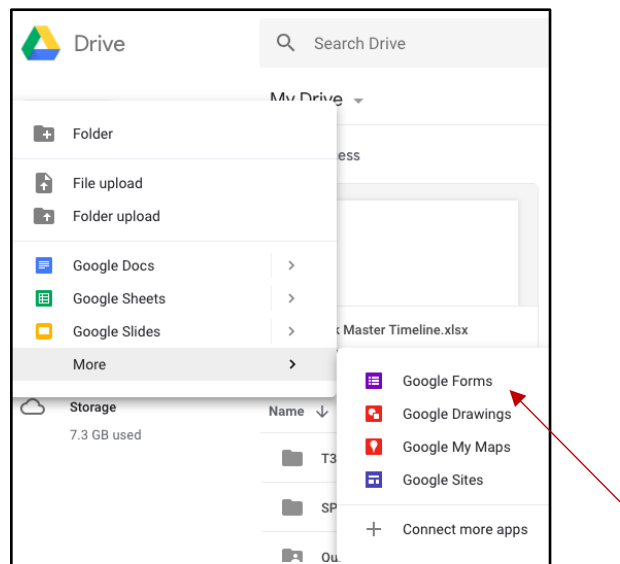
**Step 3.** Choose Google Drive:



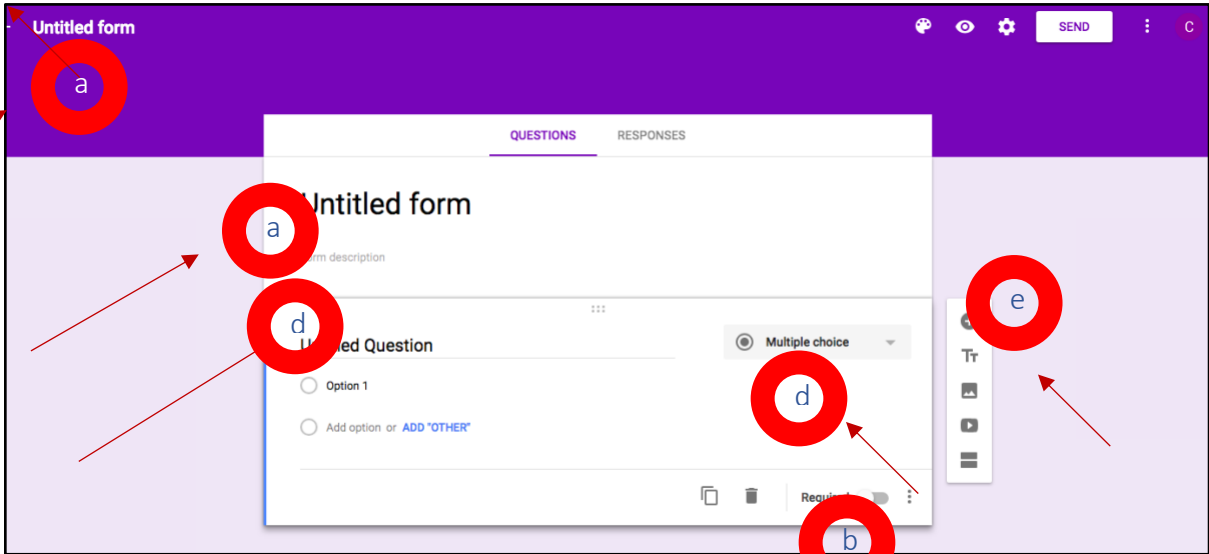
**Step 4.** Select the “New” button on the top-left corner of the screen:



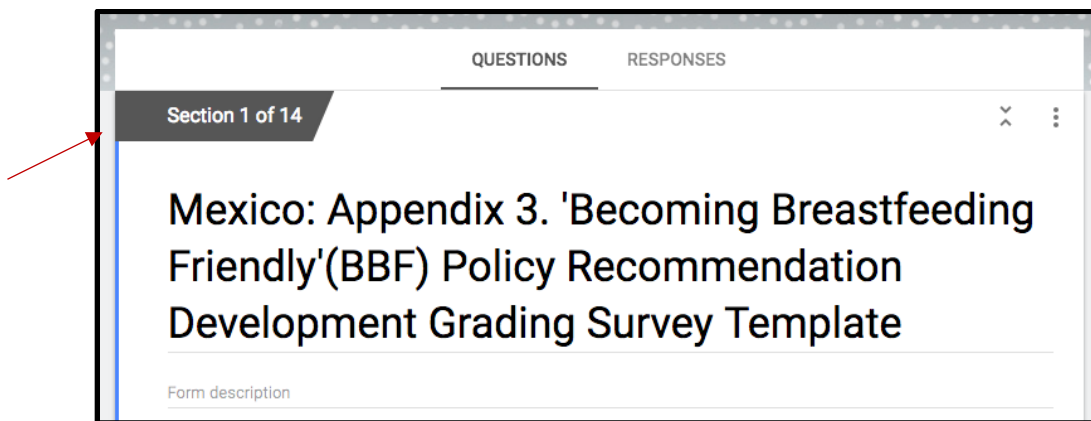
**Step 5.** From the Drop-down menu, select the option for “More”. Then, select “Google Forms”:



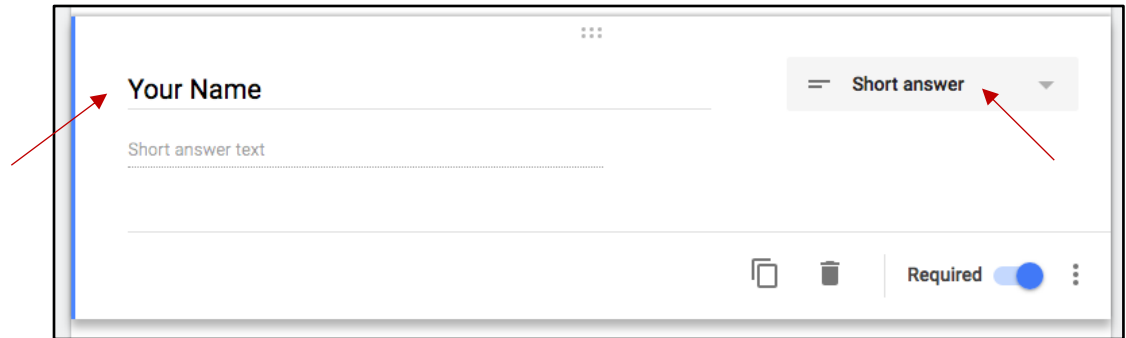
**Step 6a.** Create your survey from an original survey template (please note that arrows labeled with lowercase letters correspond to the sub-headings of Step 6a).





- a. By simply clicking within the text to modify:
  - a. Add the name of your survey both at the top left corner and above the words **“Form description”** where the default language **“Untitled form”** appears.
    - i. Change the name of the survey from **“Untitled form”** to **“Appendix 4: Recommendation Grade Survey”**.
  - b. Change response requirements option from **“off”** to **“on”** by selecting the sliding scale at the bottom right corner.
  - c. Create Section 1, which represents the survey title and a description of the survey (optional). This section also requests survey participants’ name, institutional affiliation, and the date on which the survey is being taken (see example from BBF-Mexico below):



- d. Change the name of **“Untitled Question”** to **“Your name”** (this is asking participants for their name. Select the arrow next to **“multiple choice”** for the response options and select **“short answer”**. This allows members to enter in their name.



- e. Add additional questions under this section by selecting the  in the toolbar on the right. The questions you want to include are asking for the Institutional Affiliation, and Date. Use the same process as described in part “d” of this section of the instructions to change the name of the question. Select “short answer” as a response option choice for these two additional questions.
  - i. Note: when selecting any given response options section, the response option choices tab will populate on the right (see above). Choose “short answer” for all 3 of these options. (Other choices are listed in the drop-down menu; the “multiple choice” option should be selected for subsequent sections, as is delineated later in this document.)
- f. Add Section 2 by clicking on the  icon in the toolbar
- g. Change the title of the section from “Untitled Section” to “Background”, according to the following:



- h. In the same Section, add recommendation table templates found by adapting the template found in Appendix 1 of the “Recommendation Development and Prioritization” tools and templates in your country’s Dropbox folder by selecting the “image” button to the right, and uploading the following table, including the title for the image as below:

# Survey Questions: Policy Recommendation 1

Description (optional)

...

## Considerations when grading BBF Policy Recommendations

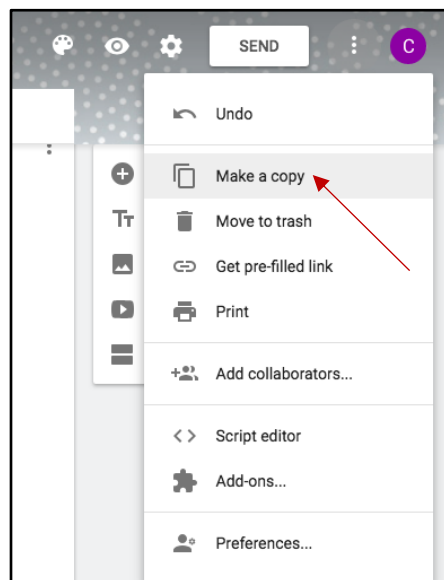
<b>Recommendation 1</b>	
<b>WHAT</b> do we want to happen?	
<b>WHY</b> is it important for this activity to be accomplished?	
<b>WHO</b> is going to be responsible for the activity?	
<b>WHEN</b> should this activity be completed by?	
<b>HOW</b> will these activities get done?	
<b>HAVE</b> similar actions been effective in enabling the breastfeeding environment in other contexts? ( <b>Provide examples and use EBBs.</b> )	

- i. To begin adding the template questions for each country recommendation, add a question for each of the following per recommendation:
  - i. Rec X – 1.A EFFECTIVENESS. Is there high-quality evidence and knowledge of this recommendation being effective (i.e., having an impact) from other contexts?
  - ii. Rec X – 1.B. EFFECTIVENESS: Is the evidence for this recommendation translatable to your context?
  - iii. Rec X – 1.C. EFFECTIVENESS: Is this recommendation scalable?
  - iv. Rec X – 2.A. AFFORDABILITY: Is the cost of implementing this recommendation known?
  - v. Rec X – 2.B. AFFORDABILITY: Can this recommendation be funded?
  - vi. Rec X – 2.C. AFFORDABILITY: Are there potential funders who can fund this recommendation?
  - vii. Rec X – 3.A. FEASIBILITY: Are the necessary human and financial resources in place (or can be reasonably be expected to be in place) to implement this recommendation?
  - viii. Rec X – 3.B. FEASIBILITY: Are the necessary institutions and partnerships in place (or can be reasonably be expected to be in place) for this recommendation to be implemented?
  - ix. Rec X – 3.C. FEASIBILITY: Is there a foreseeable path to fully and successfully implement this recommendation?
  - x. Rec X – 4. Anything else you would like to say or ask about this recommendation?

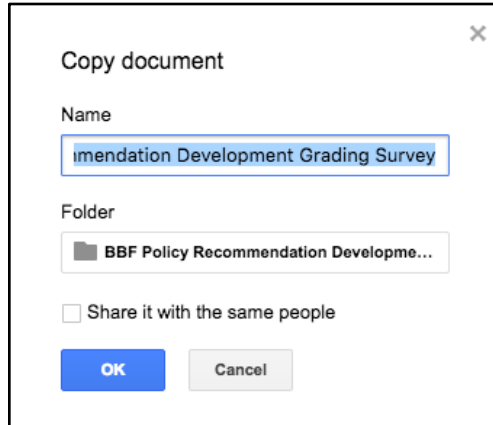
<b>Recommendation 2</b>	
<b>WHAT</b> do we want to happen?	
<b>WHY</b> is it important for this activity to be accomplished?	
<b>WHO</b> is going to be responsible for the activity?	
<b>WHEN</b> should this activity be completed by?	
<b>HOW</b> will these activities get done?	
<b>HAVE</b> similar actions been effective in enabling the breastfeeding environment in other contexts? <b>(Provide examples and use EBBs.)</b>	

- a. As previously indicated, set each response option for each question as “multiple choice”.
- b. Continue through recommendation 10. One survey template will contain up to 10 recommendations.

Step 6b. After you have created your first survey, you can create a duplicate or copy your initial (existing) survey, modifying the following in order to fit your new country’s needs. First, select the 3 vertical dots to select “More”, then “Make a copy” of your survey:



Then, when prompted, rename the survey according to your needs (i.e., replace BBF country name in survey title):

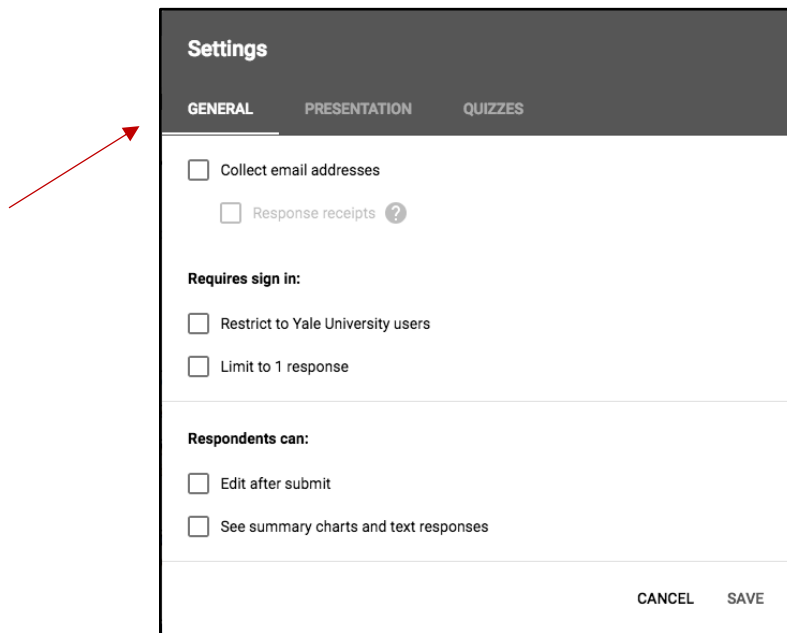


**Step 7.** To enable appropriate settings for your survey, select the gear icon at the top right:

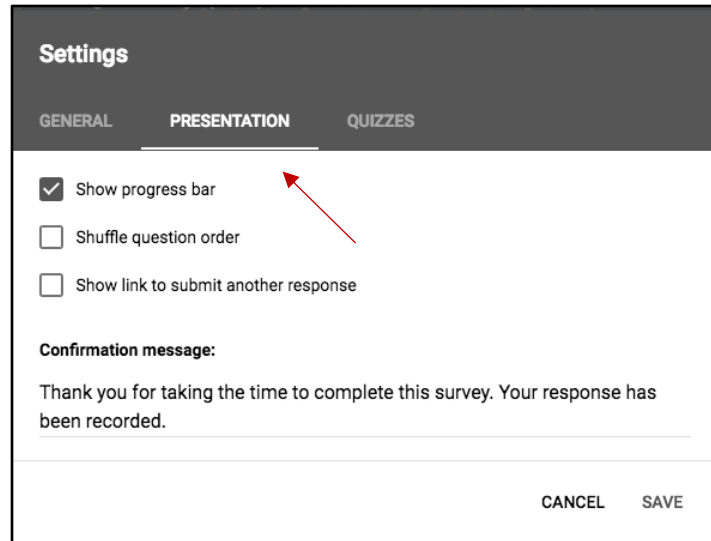


**Step 8.a.** Disable all selections under the “General” tab.

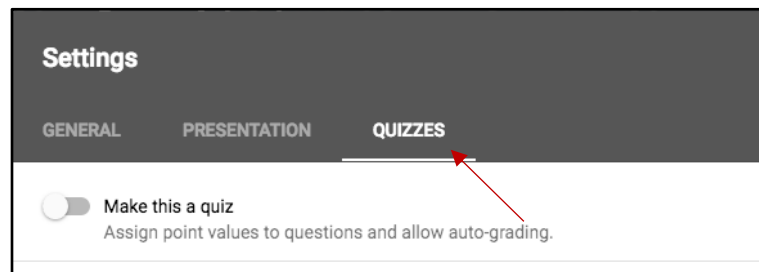
- a. Note: your view will not include the option to “Restrict to Yale University Users” as appears in the image below.



**Step 8.b.** Make sure only the box next to “show progress bar” is checked under the “Presentation” tab.



**Step 8.c.** As the results from this survey will not be graded, make sure you are not making the survey a quiz (the default option is “off” as seen below).

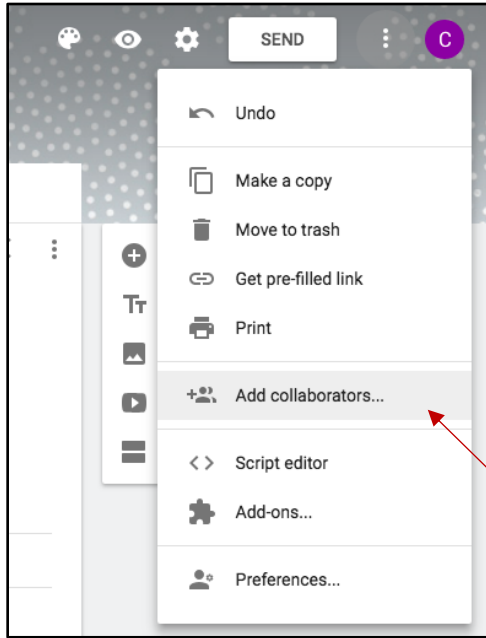


**Step 8.d.** Save the changes.

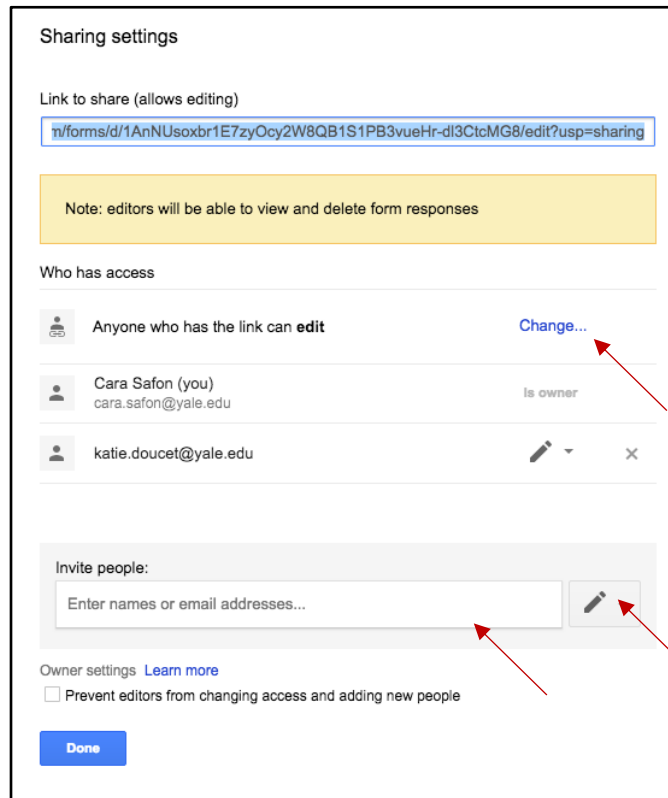
**Step 9a.** Add collaborators to Google Form

To ensure the intended person(s) who will be editing the survey is able to do so, make sure you add that person(s) as collaborators. Do so by selecting the 3 vertical dots at the top right and selecting “Add collaborators”:

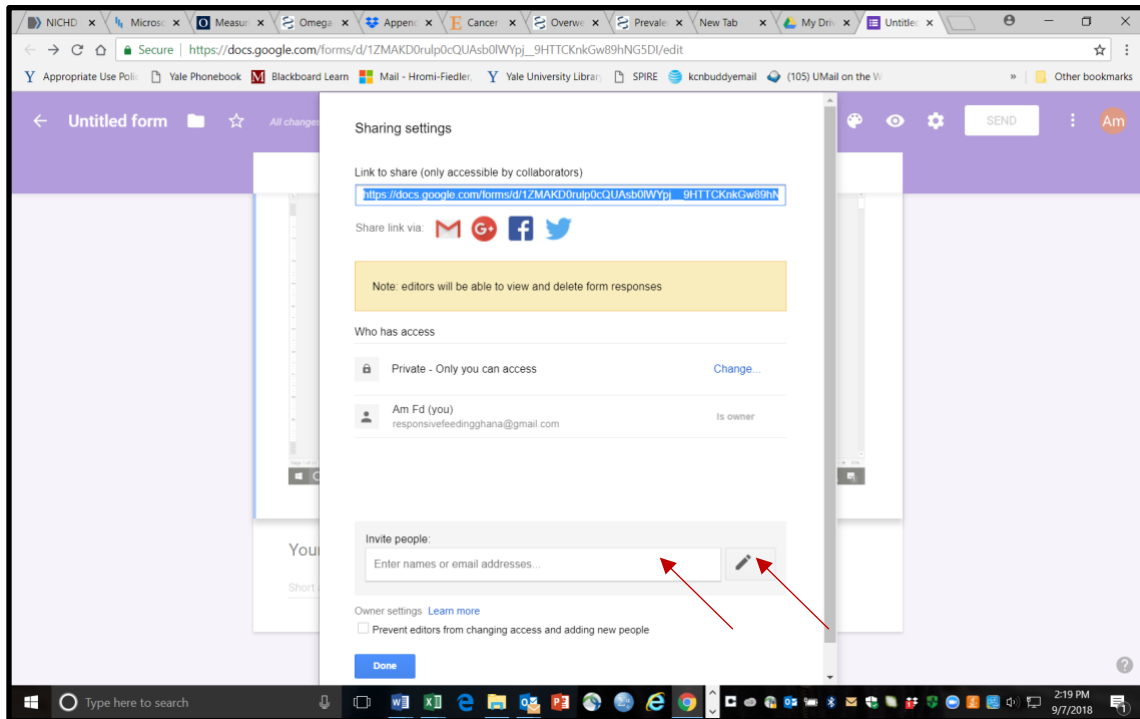




Ensure the “Anyone with the link can edit” option is selected by clicking on the “Change” button and making the appropriate selection accordingly. Your view may look like this:



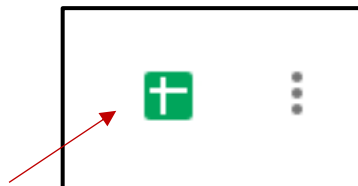
...or like this:



After you select the appropriate option, and after the survey responses have been collected, enter the email addresses of the person(s) with whom you would like to collaborate into the text box beneath “Invite people” (see arrow above). Note: you can adjust the level of permissions of each collaborate by selecting the pencil icon next to the text box beneath “Invite people” (see arrow above). You will be prompted to select permissions levels for each collaborator.

### Step 9b. Add collaborators to Google Sheet

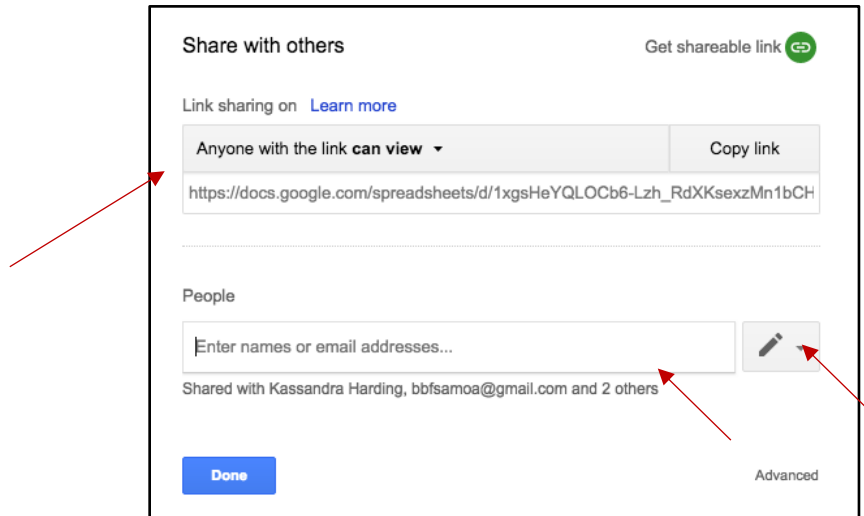
Access survey responses by selecting the “Responses” tab. You will see both a summary of responses *and the* individual responses. You can view *all the* participant responses in Google sheet format by clicking the green Google Sheets icon on the right-hand side of the screen:



Once your Google Sheets (it looks like an online version Microsoft Excel) tab is open, select “Share” at the top right:



To share the link to the survey responses (i.e., Google Sheet) with those from your BBF team who should also have access – including the same person(s) who have access to the corresponding Google Form, but making sure that they are able to view the responses but not edit them in order to protect the integrity of the data – select the option “Anyone with the link can view”:



Similar to the steps outlined above, after you select the appropriate option, and after the survey responses have been collected, enter the email addresses of the person(s) with whom you would like to collaborate into the text box beneath “Invite people” (see arrow above). Note: you can adjust the level of permissions of each collaborate by selecting the pencil icon next to the text box beneath “Invite people” (see arrow above). You will be prompted to select permissions levels for each collaborator.

### Step 10. Modify the formatting of responses headings in Google Sheets

You will see that the headings from the survey questions input in Google Forms auto-appear in Google Sheets (and that the survey responses auto-populate once survey respondents have completed and submitted the survey) as in the example below:

Timestamp	Your Name	Institutional Affiliation	Date	Rec 1 - 1.A. EFFECTIVENESS. Is there high-quality evidence and knowledge of this recommendation being effective (i.e. having an impact) from other contexts?	Rec 1 - 1.B. EFFECTIVENESS: Is the evidence for this recommendation translatable to your context?	Rec 1 - 1.C. EFFECTIVENESS: Is this recommendation scalable?	Rec 1 - 2.A. AFFORDABILITY: Is the cost of implementing this recommendation known?	Rec 1 - 2.B. AFFORDABILITY ¿Puede esta recomendación financiada?

To ensure that survey responses are easy to read within Google Sheets, make bold and wrap the text that appears in Row 1 only, which represent the questions linked from the survey (i.e., Google Forms):



→

<b>Timestamp</b>	<b>Your Name</b>	<b>Institutional Affiliation</b>	<b>Date</b>
------------------	------------------	----------------------------------	-------------

**Step 11. Share the appropriate survey administration and survey links**

After following the steps outlined above – developing the survey and tailoring it to your country’s needs – make sure to formally invite all collaborators by including the link to the survey administration when you circulate Appendix 4a to BBF country directors and coordinators. Similarly, include the link to your country’s actual survey when you circulate Appendix 3a to your country’s survey respondents.