

## **DRAFT FOCUS GROUP PROTOCOLS EDUCATORS AND PROVIDERS**

### Moderator Preamble

Small Talk (5 minutes)

[Create a warm and friendly environment and put participants at ease]

Introduction (5 minutes)

Welcome. My name is [Name of moderator \_\_\_\_\_].

In response to the COVID-19 global pandemic, the Regional Educational Laboratory Southeast (REL Southeast) at Florida State University has been modifying and developing evidence-based tools and resources that can be used by parents and caregivers to support at-home learning. The REL Southeast is working to better understand the use and utility of the online resources for different stakeholders, notably parents and caregivers. As part of this discussion, we would also like to understand the best ways to get evidence-based resources to parents and caregivers. Part of this work entails talking to (insert stakeholder) to learn about their experiences with accessing and using online resources to support at-home learning. You were invited here today because we value your insight. We would like to draw upon your experience to learn about how you have used these resources and the extent to which they have been useful, as well as, hear your opinions about what other resources may be useful for parents and caregivers to support at-home learning, particularly during this time. The transcript from your discussion will be analyzed by the REL Southeast to inform the ongoing development of resources to support families.

We invite you to participate in a discussion, sharing your views, experiences, and ideas. In some instances, you may find that you do not share your peers' perspectives. In others, you may find that you agree. We value what every individual has to say. There is no right or wrong answer to a question. Please provide us with your genuine thoughts and feelings about any given issue.

My role is to facilitate this discussion. Please feel free to respond and ask questions of each other, and me as well. My colleague, [Name of co-moderator \_\_\_\_\_], is here to help. We appreciate the time you are taking to be with us and will make every effort to end on time.

We have several categories of questions. Sometimes we may probe further to make sure we understand your perspective. We will have about 90 minutes for this discussion once we get started.

To make sure we capture this important discussion, [Name of co-moderator] will take notes. We will also be audiotaping this discussion to accurately capture what you say. At any time, you are welcome to ask us to turn off the recorder.

Any written documents generated from the discussion will be void of names and any other identifying information. We also ask that you do not identify each other by name during the discussion. Because this is a group setting, we ask each of you to maintain confidentiality of those participating in the session.

Do we have your permission? Your continued participation is acknowledgement of your consent. If you do not feel comfortable, please feel free to not participate.

[People acknowledge consent (or feel free to leave the session).] At this time, we will get started.

[Turn on digital recorder.]

### **Questions**

*We are going to begin by asking some general questions about the information and resources that were shared during the webinar and that are available on the REL Southeast's Supporting Your Child's Reading at Home site. Then we will ask you about how you used the resources.*

### **Implementation**

*First, we are going to ask you about the webinar and the materials shared during the session.*

#### **Prod with questions about access.**

- First and foremost, how did you learn about the webinar?
- What challenges did you experience in terms of accessing the webinar?
  - the online resources?

#### **Prod with questions about use**

- What specific resources did you use to help families support at-home learning?
- How did you use the resources?

#### **Prod about suggestions for improvements**

- What online resources did you find most useful?
  - Please explain how the resources were useful.
- What online resources were least useful?
  - Please share a little more about their lack of usefulness.

- [Probe for]
    - content
    - ease of use
- How might the online resources be improved?
  - [Probe for] specific suggestions for
    - modifications
    - additions
    - deletions

*Now I going to ask questions about sharing information about the webinar and the resources, as well as other methods that we might use to get additional materials and resources to parents.*

**Prod with questions about dissemination.**

- How did you share information with families about the webinar?
  - the tools?
  - the online resources?
  - o What specific [information] did you share?
    - [tools]
    - [resources]
  - o What did you consider in your decision to share the resources?
  - o How did you share those resources?
- What other external resources (that is, outside of the general information and resources shared by your school, LEA, etc.) have you shared with parents to support at-home learning since the COVID-19 pandemic began?
  - o What specific resources did you share?
  - o What did you specifically consider in your decision to share those resources?
    - [Probe for]
      - Evidence-based
      - Ease of use
- How do you typically vet/screen resources to share resources with families to support at-home learning?
  - o [Probe for] specific methods

***Final Questions***

*We are almost done and have two final questions.*

**Prod about other/additional resources?**

- What other kinds of resources do you think would be helpful to support learning at home?
  - [Probe about specific content and format]
    - o content of the information?
    - o format for this information?

- What specific recommendations do you have for us regarding sharing resources with parents?

***Thank you so very much for your time and sharing your insights.***

#### **Public Burden Statement**

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