2020 Survey Proctor Instructions:
School Climate & Connectedness Survey ©

This document gives step-by-step instructions for proctors, classroom teachers and survey coordinators about how to lead **students** through the online survey-taking process.

Thank you for participating in this year's **School Climate and Connectedness Survey**! As someone who will be proctoring surveys for students, you have an important role in this process.

Please take about ten minutes to read this entire document prior to the first day of survey administration.
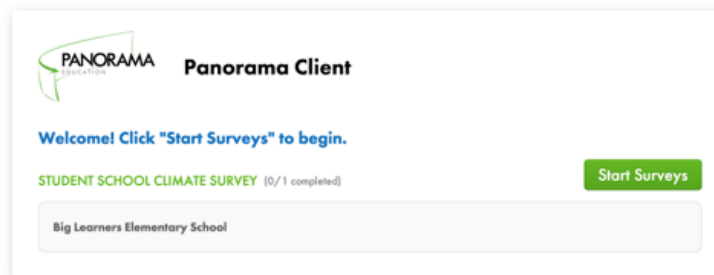
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I. About Online Survey Administration

Students will take surveys online on Panorama Education's secure website. This means that each student will need to have access to an Internet-connected device to take the survey. Students should use school-issued devices. The survey is accessible via any Internet connection and will run on any web browser (Safari, Chrome, etc.). Students may use desktops, laptops, netbooks, Chromebook, tablets and/or mobile devices to access the survey.

The week before survey administration, your school's survey coordinator will receive an email from Panorama Education (support+aasb@panoramaed.com) which will include the direct survey links for your school. Schools may receive up to 4 different survey links depending on the grade levels that your school serves and the surveys that your district has signed up for.

You can bookmark the survey links or provide them right before students take the survey. Students will be directed to the survey page.

To start the survey, students will click the green button on the right side of the screen that says "Start Surveys."(Confirm that students are taking the correct survey for their school).

Students need to complete individual surveys in one sitting. Survey responses are saved only when the student clicks on "**Submit.**" Students can continue to work on their surveys as long as they do not reload the page, or click on "Submit." **Partially filled-out survey forms won't be saved and shouldn't be submitted.**

II. Proctor Instructions for Survey Administration

Setting the Tone
You can help your school gain high-quality feedback data by setting a positive tone for the students taking the survey.

- ✓ Take care to create an environment that makes students feel safe while they take their survey(s). We encourage you to give your students space while they are completing the surveys. You might choose to stay at the front of the room and do work or read a book while students complete their surveys.

- ✓ Encourage all students to participate and to do the best they can. Please review the survey(s) in advance.

- ✓ Students should attempt all questions but do not need to complete questions they don't understand or are uncomfortable answering.

Preparing for Survey Administration:
Completing the survey will take about 25 minutes for the grade 6-12 survey and 15 minutes for the grade 3-5 student survey, depending on their ages. Before you begin talking to students about the surveys, ensure that you've completed the following steps:

- ✓ Your School Administrator will receive a unique web address for each student survey. He/she will forward that on to you.

- ✓ Write the URL for the survey website on a chalkboard/whiteboard or pre-load the site onto each computer as a bookmark or homepage.

- ✓ Find out from your school administrator if any of your students' parents have requested they not take the survey. If so, make alternative arrangements for them during the time the other students will be taking the survey. Parent permission is not required, but parents can opt their children out of participating.

Supporting Students During Survey Administration:
- ✓ For younger students, **you may need to explain the answer options** (strongly agree/agree, etc.)

- ✓ If younger students struggle with interpreting questions, please do not re-word the questions.

- ✓ **You may read questions out loud or define words within** the questions. If students are still having difficulty, they may skip those questions.

III. Frequently Asked Questions

What if a student can't access the survey?
Double check the URL the student is entering. If the student still cannot access the survey, record the URL that was being used and give this information to your survey coordinator, and contact support+aasb@panoramaed.com

What if the browser freezes or crashes before the student can submit the survey, what should I do?
Please help the student close and re-open the web browser and access the survey website again. If the browser closes before the student submits the survey, the student can simply log on again with the same URL and try again.

If a student accidentally submits the survey before he or she is finished, what should I do?
Any surveys that are submitted will be included in the results. If a student has submitted a survey before he/she was finished, please have them recomplete the survey in its entirety and contact support+aasb@panoramaed.com. **Note the specific time** that student submitted the survey.

If a student is missing a survey link, what should I do?
All students will access the survey using the same link for their school and grade level. Please contact your survey coordinator if you do not have this survey link.

Thank you so much for your participation in this survey administration! We appreciate your help and support.

Good morning (afternoon). We are taking the School Climate and Connectedness Survey today, a survey that students and staff throughout Alaska take each year. This survey is YOUR opportunity to provide feedback about this school. We use the information at this school to help make sure students feel safe, cared for and supported at their school.

All of your answers will remain confidential and anonymous- no one will know what you answered. Please do your best to answer truthfully, as these results will be used to make decisions on what is happening in your school and to help make your school a better place. This is not a test.

If you have a question while you are taking the survey, please raise your hand I will help you.

Now, let's get started. Open your web browser.

Tip: read OPTION 1 or OPTION 2 (the one that pertains to your students)

OPTION 1:
(Students enter the URL address)
Type the website address on the board (point to URL) into your address bar. Press enter and wait for the survey website to load. Raise your hand if your page does not load and you need help finding the website.

Tip: Point to the URL and help any struggling students get to the website.

You will see a green button on the right side of the screen labeled "Start Surveys." The name of your school will appear. Please raise your hand if you do not see this page.

Click on the "Start Surveys" button on the page. You will now be taken to the survey.
After answering all of the questions, click the blue button at the bottom of the screen that says, **"Submit."**
When you see a final "Thank You" screen it means you are done. Please read or work silently until all of your classmates are done.

Tip: Students/Staff must click Submit at end for their survey to be counted

Tips: If students are entering the URL, make sure that the address has been entered correctly or contact your school coordinator if the page is not appearing for any students and they will contact support+aasb@panoramaed.com

OR

OPTION 2:
(District has pre-loaded the URL address/site unto each computer as a bookmark or homepage)

Direct students to the bookmarked page or homepage where the URL address has been bookmarked. After students are there say:

Click on the "Start Surveys" button on the page. You will now be taken to the survey.
After answering all of the questions, click the blue button at the bottom of the screen that says, **"Submit."**
When you see a final "Thank You" screen it means you are done. Please read or work silently until all of your