

Survey Proctor Script Grades 3-5

(Read to students before they take the survey)

Today, we are taking the School Climate & Connectedness Survey, 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.

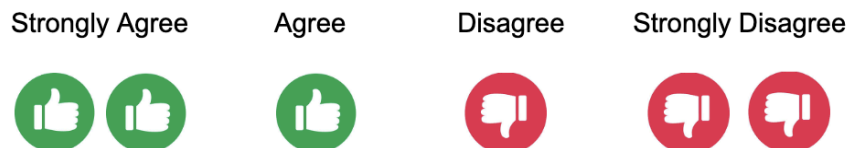
Please listen carefully while I give you some important directions.

The information collected in this survey will not be part of your grade or reflected on your report card in any way. All of your answers will remain confidential and anonymous. Your teachers and school leaders will use the information to better support you and make decisions about what is happening in your school. So, please answer honestly.

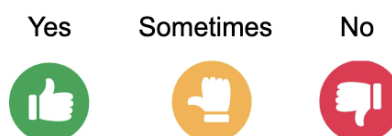
If you have a question or need help while taking the survey, raise your hand (*or identify another method that your students can use to ask questions on your virtual learning platform*).

Because you are sharing your own thoughts and there are no right or wrong answers, I cannot provide you with responses to the questions. However, I can help you with any words or directions you don't understand.

Most of the questions ask you to choose if you Strongly Agree, Agree, Disagree or Strongly Disagree. It can be helpful to think about this by giving a thumbs up or thumbs down. Strongly Agree would be like 2 thumbs up, Agree 1 thumb up, Disagree 1 thumb down, and Strongly Disagree two thumbs down (*demonstrate and show visual below*).



Some of the questions ask you to choose Yes, Sometimes or No. Yes would be a thumbs up, Sometimes would be a sideways thumb, and No would be a thumbs down (*demonstrate and show visual below*).



Are there any questions?

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

Tip: Read *OPTION 1* or *OPTION 2* (whichever one pertains to your students).

OPTION 1: *Students enter the Unique URL address for their school.*

Type the website address 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: Reference the URL by writing it on the board or chatting it into the chat box if virtual and help any struggling students get to the website.

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

Click on the "Take the Survey"/"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, you are done. Please read or work silently until all of your classmates are done.

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

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

OR

OPTION 2: *The District has pre-loaded the Unique URL address/site onto 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 "Take the Survey"/"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, you are done. Please read or work silently until all of your classmates are done.