

SURVEY PROCTOR GUIDE

School Climate & Connectedness Survey®

Thank you for helping to administer 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. This document gives step-by-step instructions for proctors, classroom teachers, and survey coordinators on how to lead students through the online survey-taking process. Please take about ten minutes to read this entire document prior to the first day of survey administration.

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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. The survey is accessible via any Internet connection and will run on any web browser (Safari, Chrome, etc.). Students may use desktops, laptops, Chromebooks, 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 (Student Grades 3-5, Student Grades 6-12, Staff, and Family).

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, “Take the Survey.” (*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.

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.

- Make sure students have a device (preferably issued by the school) that has internet access.
- 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:

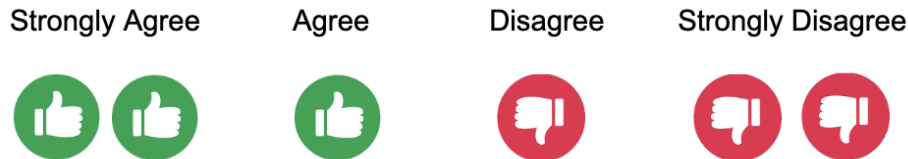
Completing the survey will take about 25 minutes for the grade 6-12 student survey and 15 minutes for the grade 3-5 student survey, depending on their ages. Before you begin talking to students about the surveys, ensure that you’ve completed the following steps:

- Your School Coordinator will receive a **unique URL** for the grade 3-5 and/or grade 6-12 student survey. They will forward that to you.
- [In-person] Write the unique URL for the survey website on a chalkboard/whiteboard or pre-load the site onto each computer as a bookmark or homepage.
- [Virtually] Message the URL for the survey website through Zoom/Google Classroom 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.

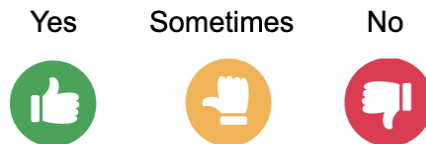
Supporting Students During Survey Administration:

- It is recommended that proctors read questions out loud for the grade 3-5 survey. If students are still having difficulty, they can skip those questions.
- You may need to explain the answer options (strongly agree/agree, etc.), especially for younger students.

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*).



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

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, give this information to your survey coordinator, and contact support+aasb@panoramaed.com.

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 re-complete the survey in its entirety and contact support+aasb@panoramaed.com. Note the specific time that the 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.

Can survey questions be read aloud to students?

Yes. Survey proctors can read questions out loud or define words within the questions. It is recommended that proctors read questions out loud for the grade 3-5 survey. If students are still having difficulty, they can skip those questions.

What accommodations should we give students to take this survey?

We recommend giving students the same accommodations they would have in class and/or for any standardized testing. If you are administering a survey in a remote learning environment, we recommend you provide the same accommodations for students with IEPs or English Language Learners to ensure they have the support they need to successfully complete the survey. For example, if a student needs to have questions read aloud, then those same accommodations should be available for Panorama surveys so that all student voices are included.