STUDENT Survey
Infinite Campus Guidelines

This document is for districts using Infinite Campus to administer the STUDENT survey.

Related Resources:

Other Modes of Implementation Guide

Materials and Resources Guide

Student Surveys Webpage

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I. TIMELINE FOR SURVEY IMPLEMENTATION

Districts will determine and schedule their survey dates.

Survey Hours. For student results to count, the STUDENT survey within IC is to be given between the hours of **7 a.m. and 5 p.m.** Student responses submitted outside of this timeframe will not be included in teacher results.

Note: It is recommended that all districts maintain a Campus Portal link on their website as the Portal address is not identical to the address used by teachers and administrators.

II. PREPARING TEACHERS AND STUDENTS

A. Teachers

Prior to survey implementation, teachers are encouraged to review the survey questions with their students and define or clarify word meanings and the intent of questions. Defining or clarifying word meanings and intent removes guesswork and positions the student to provide honest and accurate feedback.

- Sample lesson plans prepared by Kentucky teachers are available to help prepare educators and students for the STUDENT survey
- The Principal/STUDENT survey coordinator must inform staff of survey implementation procedures, provide student usernames/passwords, and access to the district Campus web site address
- Resources and best practice of STUDENT survey implementation can be found in the *STUDENT Survey Materials and Resources* guide. For teacher support, access the following link: STUDENT Survey – A Guide for teachers- a document providing guidance before and during survey implementation

B. Students

Prior to the survey, educators are encouraged to demonstrate Campus Portal procedures, verify students can log into their account and review construct questions with their students.

View the following links for access to questions and student guidance.

- STUDENT Survey – A Guide for Students – A quick reference card designed to guide students through the process of accessing the STUDENT survey in Infinite Campus

- STUDENT Survey – A Guide for Students – A Power Point presentation designed to guide students through the process of accessing the STUDENT survey in Infinite Campus
- ASL Campus Portal How-To video instructions   (Click Student Voice How-to ASL)
- Spanish Campus Portal How-To video instructions (Click Student Voice How-to Spanish)

III.   PREPARATIONS IN INFINITE CAMPUS

A. Campus Portal and Student Accounts

Before generating surveys, confirm students can access Campus Portal. Campus Portal should be available on the district and school web pages and students should have working usernames and passwords. If needed, adjust Messenger preference and set up User Announcements. See STUDENT Survey – Preparing Campus document and the STUDENT Survey – Preparing Student Accounts for more information.

B. User Access

Ensure appropriate users have access to the tools required to complete STUDENT survey related tasks. Assigning users tool rights or to a user group requires system administrator rights. Members of the STUDENT survey User Group will receive Process Alerts relating to survey generation and Automatic Educator Assignment. Receiving these messages informs administrators when educator assignment and survey generation complete successfully or if an error occurred. When errors occur, the Process Alerts can provide clues as to why the job did not succeed. Users need the proper tool rights in order to schedule a survey, manage educator survey types, run STUDENT survey reports and run STUDENT survey related ad hoc reports. See STUDENT Survey – User Group instructions on how to assign users to a STUDENT survey User Group. See STUDENT Survey – Tool Rights for information on which tool rights users will need for STUDENT survey related tasks.

IV.   SURVEY PARTICIPATION FUNCTIONS IN INFINITE CAMPUS

A. Teacher Participation

- For each teacher, a minimum of 10 student surveys must be completed within the valid survey hours for scores to be calculated and reported by Infinite Campus
- There must be at least 10 student responses for survey results to be considered as a source of evidence within the summative evaluation process

B. Linking Students to the Lead Report, Collaborating, and Part-Time Teachers

In Infinite Campus, students are linked to teachers through the course sections in which they are rostered. Teachers, as well as collaborative and part-time teachers, must be assigned appropriately to a course section as a "Primary Teacher," "Teacher," or "Section Staff" for rostered students to be sent a survey invitation.

Additionally, the course section must be scheduled during instructional time and the teacher must be assigned a Grade 3-5 or Grade 6-12 survey type.

All students retain anonymous status and survey response data within Campus and Educator Development Suite. Infinite Campus cannot prevent any particular student(s) from receiving a STUDENT survey to their inbox. Districts need to safeguard that only designated students take the survey and must clearly communicate directives to both staff and students.

Students from multiple schools and who are assigned to the same teacher cannot be combined to attain the minimum number (10) required for survey participation with response data. Survey results are reported per teacher according to his/her assigned school. Grade levels may be combined to reach the minimum number requirement within the same school.

C.   Activity Groups and Non-Instructional Periods

Students scheduled into an "Activity Group" during instructional time **will** receive a survey invitation to participate. Such groups are treated the same as other course sections even though they are designated as an activity.

D.   15-Day Rule

Students must be **scheduled** in a course section with the teacher about whom they are responding for at least 15 *instructional* days within the last 90 *calendar* days.

➢   At least **one** of the 15 *instructional* days must be within the last *15 calendar* days

Surveys generate between 5 p.m. the night before and 7 a.m. the morning of the STUDENT survey date. The day surveys are generated is the date used to determine if a student has had 15 instructional days and at least one instructional day during the last 15 calendar days.

The following diagram illustrates this rule.

> (A) If a survey is scheduled to begin January 26, a student must have been **scheduled** with the teacher for at least 1 day since the start of school and have been scheduled with the teacher at least 15 days between October 28 and January 25.
>
> (B) If the last meeting date of a class was December 16 and a survey is scheduled to begin January 2, students will not be sent a survey. When surveys are created, there are more than 15 calendar days since the last instructional day.
>
> (C) If a class is scheduled in Infinite Campus to meet once a week, a method other than Infinite Campus will be needed to administer the survey as 15 instructional days cannot occur within 90 calendar days in this schedule.
>
> Note: The 15 day rule could effect a spring survey for schools on a semester schedule

Non-traditional Instruction days are included in the instructional day counts for a school. Refer to the Non-Traditional Instruction web page for information about Non-traditional Instruction Days and the System Administration Data Standard Section 22J (School Days) for information on how to set up a Non-traditional Instruction day in the school calendar.

V.   SETTING UP SURVEY DATES

A.   Scheduling a Survey

Schools have the flexibility to administer the STUDENT survey multiple times. Teachers may participate more than once and if applicable, at each school where they are assigned within the district.
When scheduling more than one survey during the district approved timeline, survey dates cannot overlap. *An open survey must close before a new survey generates.* Therefore, it is recommended

that surveys be scheduled in short increments of time, i.e. 3-10 days, as surveys cannot be disabled once generated.

Students will see the survey invitation in their Messenger Inbox beginning on the survey start date and time. The surveys are available during the 5 p.m. to 7 a.m. period between school days and weekends. The link becomes inactive when the survey date ends.

> **Example:** A school schedules a survey to begin at 9:00 a.m. on 09/19 and end at 3:00 p.m. on 10/07. Between 5:00 p.m. 09/18 and 6:00 a.m. 09/19 surveys will generate. At 9:00 a.m. on 09/19, students will see survey invitations in their Messenger Inbox. At 3:00 p.m. on 10/07, the invitations for uncompleted surveys will no longer be available in a student's Messenger Inbox.

See Scheduling a Survey for step-by-step instructions on scheduling surveys in IC.

Note: Educator assignments must be made before surveys generate.

B. Assigning Educator Survey Types

The building principal/designee is responsible for monitoring teacher and student assignments.

Automatic Educator Assignment is a tool that can be run before opening a survey. It examines teacher and student roster data to determine whether the teacher should participate and if so, assigns the survey type (grade level) that should be used.

Manual assignment is the method of assigning survey types to each educator individually and may be used instead of or to supplement Automatic Educator Assignment. If using Automatic Educator Assignment in combination with manual assignments or overrides, changes must be made *after* Automatic Educator Assignment has completed otherwise updates will be overwritten.

Surveys only generate for educators with a survey type of "Grade 3-5" or "Grade 6-12". Once surveys generate, changing an educator's survey type will not have an effect on active surveys. They will only affect surveys generated in the future.

C. STUDENT Survey Reports and Ad-Hocs

STUDENT survey reports were designed to assist schools and districts with administration of a STUDENT survey.The reports and ad-hocs provide information to verify settings, monitor the

progress of surveys and see survey results. Each report is useful at different phases of a survey window and can be helpful when troubleshooting issues.

When preparing for STUDENT surveys, use the Student Portal Accounts. This report provides a list of students and personal information that is useful for:

- Determining student user names,
- Verifying students can access their Portal accounts, and
- Determining a student's default password.

Before a survey window begins, verify window settings with the ad-hoc report Curriculum STUDENT Survey School Parameters. This report will display the survey window start and end dates and automatic educator assignment settings for each school.

Before a survey window begins and before surveys generate, use the Student Survey - Projected Counts report. This report provides a list of educators in a school who are a Type "01: Teacher" or have a survey type of "Grade 3-5" or "Grade 6-12" and the number of students who will be sent a survey invitation for each educator in the report. This report is useful for:

- Verifying educator assignments,
- Verifying student counts are as expected, and
- Verifying each educator has a minimum of 10 students who will be sent a survey invitation.

While a survey window is active, use the "STUDENT Survey – Educator with List of Students" and "STUDENT Survey – Progress Monitoring" reports. These reports list the educators participating in the survey window and how many and which students have completed surveys. These reports are useful for:

- Identifying which students need to complete a survey,
- Verifying educators and students are participating as expected, and
- Verifying an educator has received a minimum of 10 valid responses.

Right before a survey window ends, use the "STUDENT Survey – Progress Monitoring" report to verify educators have received a minimum of 10 responses. If an educator has fewer than the expected number of valid surveys, use the "STUDENT Survey – Educator with List of Students" report to determine which students have not completed a survey.

After the survey ends, use the "STUDENT Survey – Teacher Results" report to view response scores for educators who participated in a survey and received a minimum of 10 responses. If an educator's survey results are not available as expected, use the "STUDENT Survey – Progress Monitoring" to verify they received a minimum of 10 responses.

VI.   ADDITIONAL INFINITE CAMPUS TECHNICAL RESOURCES

- STUDENT Survey Checklist
- STUDENT Survey – Reports
- STUDENT Survey – Ad Hoc Reports

VII.   SURVEY RESULTS

Teacher Results Report in Infinite Campus

The STUDENT Survey – Teacher Results displays responses for each question for each of the seven constructs and provides an overall construct rating. Data is retrievable by teacher name and school assignment. Results are available only if a minimum of 10 valid responses were submitted for a particular teacher during a survey window.

The Teacher Results Report displays one educator and survey window per page. At the close of any window, teacher survey data can be retrieved through the *Teacher Results Report*. (Click path: KY State Reporting > KDE Reports > Student Voice Survey – Teacher Results).

It is recommended that only school level administration be granted tool rights for accessing the reports as all teacher results are viewable. Administrators should provide staff with a copy/copies of their survey data for self-reflection and formative evidences.

All data from the teacher results report will be purged during the summer months prior to the start of each school year. Districts should save the teacher results data.

VIII.   STUDENT SURVEY QUESTIONS

A. Teacher Questions

Grades 3-5 Survey Questions

Grades 6-12 Survey Questions

B. ASL and Spanish Supports