



How to Administer a Student Voice Survey in Infinite Campus

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Know the Timeline

- ▶ Infinite Campus Administration between January 4, 2016 – March 4, 2016
- ▶ Two CIITS reporting periods
 - January 4, 2016 – February 5, 2016
 - February 6, 2016 – March 4, 2016



Determine Administration Dates

- ▶ Remember 15 day rules
 - 15 instructional days within last 90 calendar days
 - 1 instructional day within last 15 calendar days
- ▶ Short survey windows reduce the risk of students taking surveys outside of valid times
- ▶ Start and end surveys on school days



Before The Survey

- ▶ Confirm Campus Portal is accessible
- ▶ Confirm students have portal accounts
- ▶ Assign appropriate rights to users
- ▶ Set Messenger Settings preferences

Survey Window and Automatic Educator Assignment

- ▶ Maintained on School Resource tab
 - **PATH: System Administration > Resource >**

School data is divided into two areas: School Detail and School historically. By creating a new School History, the new information School History record, select an existing School History and click current information, which can be modified as needed and save

School Editor

- ☑ CENTRAL ELEMENTARY SCHOOL
- ☑ DEWITT ELEMENTARY SCHOOL
- ☑ Flat Lick Elementary School
- ☑ G R Hampton Elementary School
- ☑ GIRDLER ELEMENTARY SCHOOL
- ☑ Jesse D Lay Elementary School
- ☑ Knox Appalachian School
- ☑ Knox Central High School
- ☑ Knox County Day Treatment
- ☑ Knox County District Office

School Detail

*Name *Location Number

SV Window Start Date
01/18/2016

SV Window Start Time
7:00 AM

SV Window End Date
01/20/2016

SV Window End Time
5:00 PM

*SV Auto-Assignment Choice
Assign: Survey Types to Type 01 District Assignments ONLY

SV Auto-Assignment Date
01/13/2016

- ▶ Surveys are by school and must be set for each participating school within the district



Set the Survey Window

- ▶ Surveys will generate the evening before Start Date
- ▶ Surveys available from SV Window Start Date and Time until SV Window End Date and Time
 - Only surveys completed between 7 a.m. and 5 p.m. local time will be included in calculated results

School Detail

*Name

SV Window Start Date
01/18/2016

SV Window Start Time
7:00 AM

SV Window End Date
01/20/2016

SV Window End Time
5:00 PM

Assign: Survey Types to Type 01 District Assignments ONLY

SV Auto-Assignment Date
01/13/2016



Set Automatic Educator Assignment

- ▶ Assignment occurs night of Assignment Date
- ▶ Provide ample time between SV Auto-Assignment Date and SV Window Start Date to review and adjust assignments

School Detail

*Name *Lc

SV Window Start Date
01/18/2016

SV Window Start Time
7:00 AM

SV Window End Date
01/20/2016

SV Window End Time
5:00 PM

SV Auto-Assignment should be BEFORE SV Window Start Date

***SV Auto-Assignment Choice**
Assign: Survey Types to Type 01 District Assignments ONLY

SV Auto-Assignment Date
01/13/2016

*Remember to click Save School!





Automatic Educator Assignment Options

- ▶ 3 options for SV Auto-Assignment Choice:
 - No Change: Retain Existing Survey Types – This is the default value. Educator survey types will not be changed.
 - Assign: Survey Types to Type 01 District Assignments ONLY – Automatically assigns survey type to educators with a Type “01: Teacher”.
 - Clear All: Set All to Not Participating – All staff survey types are set to “Not Participating”

Review School Settings

Path: Ad Hoc Reporting > Data Export > State Published > curriculum Student Voice Survey School Parameters

301 Knox County District Generated on 01/04/2016 02:49:09 PM Page 1 of 1	Student Voice Survey School Parameters Report Print field name only Total Records: 12
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Sch #	School	Auto Assign Choice	Auto Assign Date	Survey Start Date	Survey Start Time	Survey End Date	Survey End Time
071	CENTRAL ELEMENTARY SCHOOL	Assign	01/11/2016	01/18/2016	7:00 AM	01/22/2016	5:00 PM
170	DEWITT ELEMENTARY SCHOOL	Assign	01/11/2016	01/18/2016	7:00 AM	01/21/2016	5:00 PM
240	Flat Lick Elementary School	Clear All	01/07/2016	01/11/2016	7:00 AM	01/14/2016	5:00 PM
320	G R Hampton Elementary School	Assign	01/25/2016	02/01/2016	7:00 AM	02/05/2016	5:00 PM



Manual Educator Assignment

- ▶ Maintained on the District Assignment tab
 - **PATH: Census > People > (Staff) (District Assignments)**

Assignments

- Lynn Camp Schools
 - (10/11/2007-)

Employment Assignment Information

School: Lynn Camp Schools

Department: [Dropdown]

Title: [Dropdown]

*Start Date: 10/11/2007

End Date: [Calendar]

FTE of Assignment: [Input]

Assignment Code: [Dropdown]

Type: D1:Teacher

Alternate Type: [Dropdown]

Highly Qualified: [Dropdown]

Reading First: [Dropdown]

PD Year: [Dropdown]

Evaluation Override: [Dropdown]

PD Class Type: [Dropdown]

PD Class Offered By: [Dropdown]

PD Class Credit: [Input]

PD Class Applied Hours: [Input]

Teacher: Special Ed: Program: Behavior Admin: Health: Behavior Response Approver: Response to Intervention:

Advisor: Supervisor: Counselor: Foodservice: Exclude Behavior Referral: Self Service Approver: FRAM Processor:

Supervisors: [Dropdown]

*Student Voice Survey: D: Not Participating

*Remember to click Save!



Save





Manual Educator Assignment Options

- ▶ 3 options for Student Voice Survey
 - 0: Not Participating: – Educator will not participate in the next scheduled survey window
 - 2: Grade 3–5 Teacher Survey: Educator will participate in the next scheduled survey window. Students will receive the Grade 3–5 survey
 - 3: Grade 6–12 Teacher Survey: Educator will participate in the next scheduled survey window. Students will receive the Grade 6–12 survey.
- ▶ Survey type will be determined by the greatest number of students in a grade group

Student Voice Survey – Projected Counts Report

Path: KY State Reporting > KDE Reports > Student Voice Survey – Projected Counts

- ▶ Use to review educator assignments
 - Only shows results BEFORE a survey window starts
 - Lists all educators with Type “01: Teacher” and those assigned a survey type
 - Use to verify:
 - Educators properly scheduled for upcoming survey window
 - Enough students to meet 10 student minimum

Student Voice Survey – Projected Counts Report

Student Voice - Projected Teachers and Student Counts

Test Elementary School

Start: 12/17/2015 7:00 AM End: 12/17/2015 5:00 PM

Last Name	First Name	ID	GrdLvl	Student Count
TEACHER	FIVE	54321	None	No valid sections
TEACHER	FOUR	12345	Gr. 3-5	26
TEACHER	ONE	01122	Gr. 6-12	15
TEACHER	THREE	09876	None	Not Participating
TEACHER	TWO	99663	Gr. 3-5	No valid sections



Points of Consideration

- ▶ Manual Educator Assignments should be made **AFTER** Automatic Educator Assignment
- ▶ Allow ample time to review Educator Assignments
- ▶ Educator Assignments must be completed **BEFORE** surveys generate
- ▶ Surveys generate night before SV Window Start Date
- ▶ Avoid starting surveys at beginning of terms
- ▶ Avoid starting surveys immediately after extended breaks
- ▶ Active surveys cannot be cancelled

Taking the Survey

- ▶ Have copies of the Student Guide available where students will take the survey
- ▶ Ensure students take the proper survey
- ▶ Ensure students click the Complete Survey button when finished
 - Students should NOT click the Exit (X) button
- ▶ Use Progress Monitoring and Educator with List of Students Reports to monitor survey progress

Student Voice Survey – Progress Monitoring Report

Path: KY State Reporting > KDE Reports >
Student Voice Survey – Progress Monitoring

- ▶ Shows results for surveys that are or were active on a specific date
- ▶ Lists only educators assigned a survey type
- ▶ Use report to verify:
 - Educators will receive at least 10 valid responses
 - Students have completed surveys for an educator



Student Voice Survey – Progress Monitoring Report

Student Voice - Progress Monitoring

School	Last Name	First Name	ID	GrdLvl	Count of Sent	Usable Responses
Test Elementary School	TEACHER	FOUR	54321	Gr. 3-5	26	0
Test Elementary School	TEACHER	ONE	01122	Gr. 6-12	15	12
Test Elementary School	TEACHER	TWO	99663	Gr. 3-5	0	0

Student Voice Survey – Educator with List of Students Report

Path: KY State Reporting > KDE Reports > Student Voice Survey – Educator with List of Students

- ▶ Survey must be active for results to display
- ▶ List only educators assigned a survey type
- ▶ Use report to:
 - Identify students who have not yet taken a survey
 - Verify educators will receive at least 10 valid responses
 - Verify students have completed surveys for an educator



Student Voice Survey – Educator with List of Students Report

	A	B	C	D	E	F	G	H	I	J
	Student Voice - Educators with List of Students Executed: 12/23/2015 01:35 PM									
1										
2										
3	School	Last Name	First Name	ID	GrdLvl	Start Dt	Stu Last	Stu First	Survey Status	
4	Test Elementary School	TEACHER	FOUR	54321	Gr. 3-5	12/22/2015	STUDENT	ONE	Not Started	
5	Test Elementary School	TEACHER	FOUR	54321	Gr. 3-5	12/22/2015	STUDENT	TWO	Not Started	
6	Test Elementary School	TEACHER	FOUR	54321	Gr. 3-5	12/22/2015	STUDENT	THREE	Not Started	
7	Test Elementary School	TEACHER	FOUR	54321	Gr. 3-5	12/22/2015	STUDENT	FOUR	Not Started	
8	Test Elementary School	TEACHER	FOUR	54321	Gr. 3-5	12/22/2015	STUDENT	FIVE	Not Started	
9	Test Elementary School	TEACHER	FOUR	54321	Gr. 3-5	12/22/2015	STUDENT	SIX	Not Started	
10	Test Elementary School	TEACHER	FOUR	54321	Gr. 3-5	12/22/2015	STUDENT	SEVEN	Not Started	
40	Test Elementary School	TEACHER	ONE	01122	Gr. 6-12	12/22/2015	STUDENT	ELEVEN	Submitted	
41	Test Elementary School	TEACHER	ONE	01122	Gr. 6-12	12/22/2015	STUDENT	TWELVE	Not Started	
42	Test Elementary School	TEACHER	ONE	01122	Gr. 6-12	12/22/2015	STUDENT	THIRTEEN	Submitted	
43	Test Elementary School	TEACHER	ONE	01122	Gr. 6-12	12/22/2015	STUDENT	FOURTEEN	Submitted	
44	Test Elementary School	TEACHER	ONE	01122	Gr. 6-12	12/22/2015	STUDENT	FIFTEEN	Not Started	
45	Test Elementary School	TEACHER	TWO	99663	Gr. 3-5	12/22/2015				



Results

- ▶ Survey End Date determines reporting period
 - January 4, 2016 – February 5, 2016
 - February 6, 2016 – March 4, 2016
- ▶ One result per educator per period will be reported in CIITS
 - May have results for an educator in both reporting periods
- ▶ Schools and/or surveys cannot be combined



Setting up Additional Surveys

- ▶ Can have more than one survey window in a reporting period
 - Results are only 1 per educator per reporting period
- ▶ Only one active window at a time
 - Schedule surveys one at a time
 - Schedule new window to begin AFTER prior window ends



Changing Survey Dates

- ▶ Before surveys are generated
 - Changes when survey will be generated and end
- ▶ After surveys are created and during an active survey window
 - Active surveys will not be changed. New survey window scheduled only if it occurs **AFTER** current window ends
- ▶ After surveys are created and after an active survey window
 - Will schedule a new Student Voice survey window for a school



Educator Assignment with Multiple Survey Windows

- ▶ Changing Educator Assignments will not affect active surveys
 - Assignments changed will only affect how surveys are generated in the next window
- ▶ May schedule Automatic Educator Assignment to run during an active survey window



Teachers who Teach at Multiple Schools

- ▶ Results are by school
- ▶ Schools cannot be combined for student count
- ▶ One result displayed in CIITS per reporting period
- ▶ Districts determine how an educator participates in Student Voice Survey
- ▶ Option: Schools administer surveys in different reporting periods



Teachers with Students Across both Grade Groups

- ▶ Only one survey type can be assigned per survey window
- ▶ All grade 3–12 students will be sent a survey
- ▶ Option: Use one survey type for each reporting period and instruct students to take appropriate survey

Student Voice Web Documents

▶ Student Voice Web Site:

<http://education.ky.gov/teachers/PGES/TPGES/Pages/TPGES-Student-Voice-Survey-Page.aspx>

- [Student Voice Implementation Guide](#)
- [Student Voice Administrator Guide](#)
- [Student Voice Teacher Guide](#)
- [Student Voice Student Guide](#)
- [Student Voice Student Presentation](#)
- [Preparing Campus Portal and Student Accounts](#)

Report Quick Reference Cards

- ▶ KSIS Other Information web page under State Reporting Quick Reference Guide

<http://education.ky.gov/districts/tech/sis/Pages/KSIS-Reference-Materials.aspx>

- Student Voice – Projected Counts
- Student Voice – Progress Monitoring
- Student Voice – Educator with List of Students

Student Voice Contacts

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