



Kentucky Department of

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Education

Kentucky Department of Education 2016-17 KSIS Beginning-of-Year Training

**State Board Room (125), 500 Mero Street, Frankfort and KDE
Media Portal**

April 20 and 21, 2016

9:30 a.m. (ET) / 8:30 a.m. (CT)



Administering Student Voice Surveys in Infinite Campus

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Office of Education Technology
Division of School Data Services



Student Voice in Infinite Campus



- ▶ **Infinite Campus Survey Administration**
 - **Sept. 1, 2016 - March 1, 2017**
- ▶ **Two Result Reporting Periods in CIITS**
 - **Jan. 2017 for surveys ending**
 - ✓ **Sept. 1, 2016 – Dec. 23, 2016**
 - **March 2017 for surveys ending**
 - ✓ **Dec. 24, 2016 – March 1, 2017**
- ▶ **For Educators only**

Scheduling a Student Voice Survey



- ▶ **PATH: System Administration > Resources > School**
- ▶ **Survey windows are maintained on the School Resource Tab**
- ▶ **Surveys are scheduled by school**

The screenshot shows a web-based interface for managing schools. At the top, there are tabs for 'Index' and 'Search', with a green arrow pointing left. Below the tabs is a navigation menu with 'System Administration' expanded to show 'Resources', which is further expanded to show 'School'. A search bar is located to the right of the navigation menu. Below the search bar, there is a text box containing the following text: 'School data is divided into two areas: School Detail and School History. By creating a new School History record, the new information is added to the School History record, select an existing School History record to update current information, which can be modified as needed and saved.' Below this text is a 'School Editor' section with a list of five schools, each with a plus sign icon and a small school icon: 'SCHOOL ONE', 'SCHOOL TWO', 'SCHOOL THREE', 'SCHOOL FOUR', and 'SCHOOL FIVE'.

Entering the SV Window Dates



- ▶ In School Editor
 - Click on school name
- ▶ In School Detail
 - Enter dates as MM/DD/YYYY
 - Or use Calendar icon to choose a date
 - Enter time as HH:MM AM (or PM)
- ▶ Click Save School

School

School data is divided into two areas: School Detail and School History. School History records contain information related to a school that can be tracked historically. By creating a new School History, the new information is tracked as of a specific date while the previous values are preserved. To create a new School History record, select an existing School History and click the New School History button. This will create a new School History record based on current information, which can be modified as needed and saved.

School Editor

- SCHOOL ONE
- SCHOOL TWO
- SCHOOL THREE
- SCHOOL FOUR
- SCHOOL FIVE

School Detail

*Name: SCHOOL THREE *Location Number: 987

NCES School Number: 0000000 *Type: D1: Regular School

Standard Code (SIF StatePrd): 00000 CEEB Number:

State Classification: A1: Principal or head teacher controlled school

Course Catalog - Master List: District Catalog

SV Window Start Date: 09/19/2016

SV Window Start Time: 9:00 AM

SV Window End Date: 10/07/2016

SV Window End Time: 3:00 PM

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

SV Auto-Assignment Date: 09/01/2016

SV Window Start Date and Time



Date and Time Student Voice Surveys open for students

- ▶ Must be
 - During Infinite Campus Administration Period
 - After the current day
- ▶ Cannot be during an active survey
- ▶ Surveys are created night before Start Date

School Detail

SV Window Start Date	09/19/2016
SV Window Start Time	9:00 AM
SV Window End Date	10/07/2016
SV Window End Time	3:00 PM
*SV Auto-Assignment Choice	Assign: Survey Types to Type 01 District Assignments ONLY
SV Auto-Assignment Date	09/01/2016

SV Window End Date and Time



Date and Time Student Voice Surveys close

- ▶ **Must be**
 - After SV Window Start Date/Time
 - Before 5:00 PM 03/01/2017
- ▶ **Surveys are active until the End Date/Time**
- ▶ **Survey End Date/Time determines CIITS reporting period**

School Detail

SV Window Start Date
09/19/2016

SV Window Start Time
9:00 AM

SV Window End Date
10/07/2016

SV Window End Time
3:00 PM

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

SV Auto-Assignment Date
09/01/2016

Review Student Voice Settings



- ▶ Use State Published Ad Hoc to review settings
 - **PATH: Ad Hoc > Data Export > State Published > curriculum Student Voice Survey School Parameters**
 - Use Campus Toolbar to choose a specific school or all schools

Student Voice Survey School Parameters Total Records: 5

All Records							
Sch #	School	Auto Assign Choice	Auto Assign Date	Survey Start Date	Survey Start Time	Survey End Date	Survey End Time
801	SCHOOL ONE	Assign	09/14/2016	10/03/2016	7:00 AM	10/07/2016	5:00 PM
802	SCHOOL TWO	No Change		11/14/2016	7:00 AM	11/22/2016	12:00 PM
803	SCHOOL THREE	Assign	10/23/2016	10/31/2016	7:00 AM	11/04/2016	05:00 PM
804	SCHOOL FOUR	Assign	10/03/2016	12/05/2016	7:00 AM	12/16/2016	5:00 PM
805	SCHOOL FIVE	Assign	01/02/2017	01/23/2017	8:00 AM	01/25/2017	4:00 PM
All Records							

15-day Scheduling Rules

- ▶ Surveys are generated night before State Date
 - ▶ Date surveys are generated is the day used to determine if a student meets the 15-day rules
 - Minimum of 15 instructional days during last 90 calendar days
- AND
- Minimum of 1 instructional day during last 15 calendar days



Survey Window Reminders



- ▶ **Be mindful of term changes, breaks and inclement weather days**
 - Avoid starting immediately after extended breaks
 - Consider rescheduling if inclement weather occurs shortly before the Survey Start Date
- ▶ **Survey End Date/Time is important**
 - Surveys considered active until End Date/Time
 - End Date determines CIITS reporting period
 - New survey cannot start until prior survey ends

Survey Window Recommendations



- ▶ **Keep windows short!**
 - **Allow time to schedule another survey period**
 - ✓ Additional window for “missed” educators
 - ✓ Reschedule for inclement weather
 - **Reduces vulnerability of surveys being taken outside of planned times**
- ▶ **Start and end surveys on school days**
- ▶ **End surveys on or before 5:00 PM**

Survey Window Recommendations



- ▶ **Do NOT set survey window for the full Infinite Campus Administration Period**
- ▶ **Surveys results are not combined. Schedule all required students for a teacher during a single survey window**
- ▶ **Window dates are not tracked - only the current window is stored**
 - ▶ **Track window dates for use later when running Progress Monitoring and Teacher Results Reports**

Changing SV Window Dates

- ▶ Changing Survey Start or End Date before surveys are generated “resets” the survey window dates
- ▶ Changing Survey Start or End Date will not effect active or completed surveys
 - Changing the Survey End Date WILL NOT change an active survey’s End Date
 - Once surveys are generated, they cannot be cancelled
- ▶ Each survey is unique by school and dates
 - Results WILL NOT be combined with another survey



When Scheduling Another Survey

- ▶ **Can enter next survey window dates while current survey is active**
 - New survey window cannot begin before current survey window ends
 - New dates do not affect completed or active surveys
- ▶ **Remember to check and update educator assignments**



Assigning Educator Survey Types

- ▶ Survey types can be assigned manually or automatically with Automatic Educator Assignment
- ▶ Educator Survey Types **MUST** be assigned **BEFORE** surveys generate
- ▶ Changing an educator's survey type does not effect surveys that have already been created



Assigning Educator Survey Types



▶ Three Assignment Types

- Not Participating –
 - ✓ No surveys will be sent to students for this educator
- Grade 3-5 –
 - ✓ Grade 3-5 survey will be sent to all of this educator's students
- Grade 6-12 –
 - ✓ Grade 6-12 survey will be sent to all of this educator's students

Scheduling Automatic Educator Assignment

- ▶ Settings maintained on School Resource Tab with SV Window settings
- ▶ Automatic Educator Assignment runs independently of survey generation
 - Assignment occurs night of SV Auto-Assignment Date
- ▶ Make manual adjustments **AFTER** Automatic Educator Assignment has run



Scheduling Automatic Educator Assignment

- ▶ **PATH: System Administration > Resources > School**
- ▶ **Automatic Assignment is maintained on the School Resource Tab**
- ▶ **Assignments are made by school**

The screenshot shows a web application interface. At the top, there are tabs for 'Index' and 'Search'. Below the 'Search' tab is a search input field. A navigation menu on the left shows a tree structure: 'System Administration' (expanded) > 'Resources' > 'School'. The main content area is titled 'School' and contains a text box with the following text: 'School data is divided into two areas: School Detail and School History. By creating a new School History record, the new information is added to the School History record, select an existing School History record to update current information, which can be modified as needed and saved.' Below this text is a 'School Editor' section with a list of five schools, each with a plus icon and a small school icon: 'SCHOOL ONE', 'SCHOOL TWO', 'SCHOOL THREE', 'SCHOOL FOUR', and 'SCHOOL FIVE'.



Scheduling Automatic Educator Assignment



- ▶ In School Editor
 - Click on school name
- ▶ In School Detail
 - Choose SV Auto-Assignment Choice from the drop down
 - Enter date as MM/DD/YYYY
 - Or use Calendar icon to choose a date
- ▶ Click Save School

School

School data is divided into two areas: School Detail and School History. School History records contain information related to a school that can be tracked historically. By creating a new School History, the new information is tracked as of a specific date while the previous values are preserved. To create a School History record, select an existing School History and click the New School History button. This will create a new School History record based on current information, which can be modified as needed and saved.

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SV Window End Time: 3:00 PM

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

SV Auto-Assignment Date: 09/01/2016

SV Auto-Assignment Choice

Determines how Student Voice Assignment Type is assigned to educators

▶ Three options

- No Change: Retain Existing Survey Types
- Assign: Survey Types to Type 01 District Assignments ONLY
- Clear All : Set All to Not Participating

School Detail

SV Window Start Date
09/19/2016

SV Window Start Time
9:00 AM

SV Window End Date
10/07/2016

SV Window End Time
3:00 PM

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

SV Auto-Assignment Date
09/01/2016

No Change: Retain Existing Survey Types
Assign: Survey Types to Type 01 District Assignments ONLY
Clear All: Set All to Not Participating



No Change: Retain Existing Survey Type

- ▶ “Do Nothing” setting - Current assignments will not be changed
- ▶ Useful for ensuring settings will not be changed if date entered into SV Auto-Assignment Date



Assign: Survey Types to Type 01 District Assignments ONLY

- ▶ Assigns survey types to educators
- ▶ Assignment Rules
 - If Type 01: Teacher on Employment Assignment Information tab (Staff > District Assignment)
 - ✓ “Grade 3-5” – if Grade 3-5 students is largest enrollment
 - ✓ “Grade 6-12” – if Grade 6-12 students is largest enrollment
 - ✓ “Not Participating” – neither Grade 3-5 nor Grade 6-12 student group has at least 10 students
 - ✓ “Not Participating” – if only Grade K-2 students
 - If NOT Type 01 : Teacher – Survey Type will be set to “Not Participating”



Clear All : Set All to Not Participating

- ▶ “Reset” setting - Sets all staff to “Not Participating”
- ▶ Useful when majority of educators will NOT be participating in survey window
 - Use to set all teachers in a school to “Not Participating” then manually set a small number of teachers



SV Auto-Assignment Date

Date Automatic Assignment will run

- ▶ Must be current day or later day
- ▶ Can schedule anytime
- ▶ Assignment changes do not effect current active surveys
- ▶ Occurs night of date entered

School Detail

SV Window Start Date
09/19/2016

SV Window Start Time
9:00 AM

SV Window End Date
10/07/2016

SV Window End Time
3:00 PM

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

SV Auto-Assignment Date
09/01/2016



Manual Educator Assignment

- ▶ May be used in place of or in addition to Automatic Educator Assignment
- ▶ Educator Survey Types **MUST** be assigned **BEFORE** surveys generate
- ▶ Changing an educator's survey type does not effect surveys that have already been created



Manual Educator Assignment



Demographics Identities Households Relationships Enrollments District Employment **District Assignments**

Save Delete New

Assignments

- SCHOOL ONE
 - CIITS School Test Item Admin - (12/06/2012-)
 - CIITS School Materials Approver - (12/06/2012-)
 - CIITS School Specialist - (12/06/2012-)
 - CIITS School Assessment Manager - (12/06/2012-)
 - 09/15/2008

▶ PATH > People > District Assignments

▶ In Assignments

- Click on the school assignment

▶ Survey Type must be the same for each active assignment in a school

Employment Assignment Information

School: SCHOOL ONE

Start Date: 09/15/2008

Type: 01-Teacher

Supervisors: *Student Voice Survey
2: Grade 3-5 Teacher Survey

Student Voice Survey



- ▶ Choose one of 3 options from drop down list
 - 0: Not Participating
 - 2: Grade 3-5 Teacher Survey
 - 3: Grade 6-12 Teacher Survey

Employment Assignment Information

School: SCHOOL ONE

Department: [Dropdown]

Title: [Dropdown]

*Start Date: 09/15/2008

End Date: [Calendar]

Type: 01:Teacher

FTE of Assignment: [Input]

Assignment Code: [Dropdown]

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	Res
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Advisor	Supervisor	Counselor	Foodservice	Exclude Behavior Referral	Self Service Approver	FRA
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Supervisors: [Dropdown]

*Student Voice Survey

2: Grade 3-5 Teacher Survey

- 0: Not Participating
- 2: Grade 3-5 Teacher Survey
- 3: Grade 6-12 Teacher Survey

Review Educator Assignments



▶ Use Projected Counts Report

- PATH: KY State Reporting > KDE Reports > Student Voice – Projected Counts

▶ Choose one or more schools from the list

- Only available **BEFORE** surveys are generated
- Only schools with a survey scheduled to start in the future will display in the list

▶ Report output is a PDF or Excel file

Review Educator Assignment



► Projected Counts report shows

- If/Which survey will be sent for an educator
- Estimated number of students to be sent survey invitation
- No Valid Sections - indicates educator not assigned to course where surveys will be generated (ex. educator assigned to course scheduled during non-instructional time)

Student Voice - Projected Teachers and Student Counts

SCHOOL ONE

Start: 10/03/2016 7:00 AM End: 10/07/2016 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

Educator Assignment Recommendations



- ▶ Allow time to assign and review educator survey types before survey generation
 - Have at least two school days between automatic assignment and survey generation
 - Don't schedule for the same day
- ▶ If manual assignments have been made, use “No Change” in SV Auto-Assignment Choice
- ▶ Use “0: Not Participating” for teachers not participating in a survey

Infinite Campus Reports available

Path: KY State Reporting > KDE Reports

▶ Student Voice –

- Educators with List of Students
- Progress Monitoring
- Projected Counts
- Teacher Results



Student Voice - Educator with List of Students

- ▶ Only available while a survey is active
- ▶ Use to identify for each educator
 - Which students were sent a survey
 - Which students completed their surveys
- ▶ Choose one or more schools from the list
 - If too many schools are chosen, report will time out
 - ✓ Run larger schools singly
 - ✓ Run fewer than 20 schools



Student Voice - Educator with List of Students



► Available as an Excel file

	A	B	C	D	E	F	G	H	I	J
1	Student Voice - Educators with List of Students		Executed: 10/05/2016 02:37 PM							
2										
3	School	Last Name	First Name	ID	GrdLvl	Start Dt	Stu Last	Stu First	Survey Status	
4	SCHOOL ONE	TEACHER	FOUR	54321	Gr. 3-5	10/03/2016	STUDENT	ONE	Not Started	
5	SCHOOL ONE	TEACHER	FOUR	54321	Gr. 3-5	10/03/2016	STUDENT	TWO	Not Started	
6	SCHOOL ONE	TEACHER	FOUR	54321	Gr. 3-5	10/03/2016	STUDENT	THREE	Not Started	
7	SCHOOL ONE	TEACHER	FOUR	54321	Gr. 3-5	10/03/2016	STUDENT	FOUR	Not Started	
8	SCHOOL ONE	TEACHER	FOUR	54321	Gr. 3-5	10/03/2016	STUDENT	FIVE	Not Started	
9	SCHOOL ONE	TEACHER	FOUR	54321	Gr. 3-5	10/03/2016	STUDENT	SIX	Not Started	
10	SCHOOL ONE	TEACHER	FOUR	54321	Gr. 3-5	10/03/2016	STUDENT	SEVEN	Not Started	
40	SCHOOL ONE	TEACHER	ONE	01122	Gr. 6-12	10/03/2016	STUDENT	ELEVEN	Submitted	
41	SCHOOL ONE	TEACHER	ONE	01122	Gr. 6-12	10/03/2016	STUDENT	TWELVE	Not Started	
42	SCHOOL ONE	TEACHER	ONE	01122	Gr. 6-12	10/03/2016	STUDENT	THIRTEEN	Submitted	
43	SCHOOL ONE	TEACHER	ONE	01122	Gr. 6-12	10/03/2016	STUDENT	FOURTEEN	Submitted	
44	SCHOOL ONE	TEACHER	ONE	01122	Gr. 6-12	10/03/2016	STUDENT	FIFTEEN	Not Started	

Student Voice - Progress Monitoring



- ▶ Available **AFTER** surveys generate
 - Is available during the survey and after a survey ends
- ▶ Use to verify for an educator
 - That students were sent a survey invitation
 - Has received a minimum of **10 VALID** responses

Student Voice - Progress Monitoring



- ▶ Date for report must be a day **DURING** an active survey
 - Keep a list of when surveys were taken
- ▶ Choose one or more schools from the list
 - If too many schools are chosen, report will time out
 - ✓ Run larger schools singly
 - ✓ Run fewer than 20 schools

Student Voice - Progress Monitoring



► Available as a PDF or an Excel file

Student Voice - Progress Monitoring

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

Student Voice - Teacher Results

- ▶ Available
 - Immediately after survey ends
 - For the current school year
 - For all surveys taken during the school year
- ▶ Provides question level and construct level response reporting
- ▶ Each page contains one survey window for a single educator
 - Survey results are not combined



Student Voice - Teacher Results

- ▶ Use to view teacher results
 - Before results available in CIITS
 - See results for multiple surveys
- ▶ Reports results for surveys with an END DATE during the date range entered
- ▶ Choose one or more schools from the list
 - If too many schools are chosen, report will time out
 - ✓ Run larger schools singly
 - ✓ Run fewer than 20 schools
- ▶ Can run for a single teacher
 - Leave blank to run for all teachers



Student Voice - Teacher Results



► Only available as a PDF

Student Voice - Teacher Results - Grade 3-5

School: SCHOOL ONE

District: Kentucky County

Survey Dates: 10/03/16-10/07/16

Teacher: TEACHER, ONE

Total Number of Respondents: 13

	Yes, Always	Mostly Yes	Maybe/ Sometimes	Mostly Not	No, Never
Support – 54% Positive					
My teacher pushes us to think hard about things we read.	7.7%	46.2%	23.1%	15.4%	7.7%
My teacher pushes everybody to work hard.	7.7%	46.2%	23.1%	15.4%	7.7%
In this class we have to think hard about the writing we do.	7.7%	46.2%	23.1%	15.4%	7.7%
Transparency – 54% Positive					
In this class we learn to correct our mistakes.	23.1%	30.8%	30.8%	7.7%	7.7%
This class is neat-everything has a place and things are easy to find.	23.1%	30.8%	30.8%	7.7%	7.7%
My teacher explains things in very orderly ways.	23.1%	30.8%	23.1%	15.4%	7.7%
My teacher knows when the class understands, and when we do not.	23.1%	30.8%	23.1%	15.4%	7.7%

Survey Results

- ▶ Each survey window for each school is considered unique
- ▶ Survey results for surveys with different start/end dates will not be combined
- ▶ One survey result per educator loaded to CIITS/EDS per reporting period
 - Educators who participate in more than one survey will have the survey with the most responses loaded
- ▶ Results available in Teacher Results report



Common Pitfalls

- ▶ **No Surveys will generate if**
 - **SV Window Start Date before IC administration period**
 - **SV Window End Date after IC administration period**
 - **SV Window Start Date is during an active survey**



Common Pitfalls

- ▶ **SV Auto-Assignment will occur AFTER survey generation if**
 - **SV Auto-Assignment Date same as SV Window Start Date**
- ▶ **Surveys will generate immediately after Automatic Assignment runs if**
 - **SV Auto-Assignment Date day before SV Window Start Date**



Remember

- ▶ **Changing SV Window End Date does not change surveys**
- ▶ **Check Process Alerts for SV Survey messages**
 - **Message will be created when automatic assignment runs and surveys are generated**



Dates to Remember



▶ Infinite Campus Survey Administration

- September 1, 2016-March 1, 2017

▶ Result Reporting in CIITS

- January 2017 for surveys ending
 - ✓ September 1, 2016 – December 23, 2016
- March 2017 for surveys ending
 - ✓ December 24, 2016 – March 1, 2017

Student Voice Web Page

- ▶ KDE Home page > Teachers/Leaders > Professional Growth and Effectiveness System > Teacher Professional Growth and Effectiveness System > Sources of Evidence and Student Growth > Student Voice Survey

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



Contacts

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