

**Custom Report: Student Voice Survey – Educator with List of Students** - This report was designed to help with auditing assignment and participation of teachers and students for student voice survey completion. Use this report to monitor the progress of a survey window. This report shows each educator for a school, each student assigned to take a survey and if the student has completed the survey. This report will only show results while a survey window is active. Use this report to (1) Identify students who have not yet taken the survey; (2) Verify that students have completed surveys for an educator; (3) Verify educators could receive a minimum of 10 valid responses.

**KDE Contact:** Student Voice Program assistance - Office of Teaching and Learning, Division of Next Generation Professionals  
 Student Voice Technical Contact - Shale Detwiler

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

*NOTE: Users must be granted access by local KSIS administrator before they will see this report.*

**Selection Criteria:**

1. Select one or more schools to be displayed in the report. Choose multiple schools by clicking on the school name while holding down the CTRL key.
2. This report is only available as an Excel file.
3. Click Generate Report to run the report

	A	B	C	D	E	F	G	H	I	J
1	<b>Student Voice - Educators with List of Students</b>		<b>Executed: 12/23/2015 01:35 PM</b>							
2										
3	<b>School</b>	<b>Last Name</b>	<b>First Name</b>	<b>ID</b>	<b>GrdLvl</b>	<b>Start Dt</b>	<b>Stu Last</b>	<b>Stu First</b>	<b>Survey Status</b>	
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				

Suggested report uses: *(Once report is opened in Excel turn on Filter option and freeze the headings.)*

1. Filter on “Last Name” to verify all teachers are included and status of survey for each.
2. Filter on “Survey Status” → “Not Started” to see which students still need to complete survey.
3. Use in conjunction with progress monitoring report to find teachers with fewer than 10 usable responses to encourage additional participation to meet minimum for results to be available.

Other Notes:

- If teacher is listed but students are not listed, there are no qualifying students assigned a survey.
- Teachers assigned a survey type of “0=Not Participating, will not be listed on the report. This report will only list educators where active surveys were created.
- Since survey answers are anonymous, this report does not indicate if a specific student’s response is considered valid (student completed the survey between 7 a.m. and 5 p.m. local time). Use the “Student Voice Survey – Progress Monitoring” report to determine if an educator has enough valid responses.
- Educators who have fewer than 10 valid responses will not receive Student Voice Survey results unless additional valid responses are received.