

**Custom Report: Student Voice Survey – Progress Monitoring** - This report was designed to help with auditing status of student voice survey completion. Use this report to monitor the progress of a survey window. This report will provide results during or after a survey window. This report shows how many students received a survey for an educator and how many valid responses have been completed. Use this report to: (1) Verify educators will receive a minimum of 10 valid responses; (2) Verify that students have completed surveys for an educator.

**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 – Progress Monitoring

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

### Selection Criteria:

1. Enter the Student Voice Survey Active On Date. This is a date within the survey's window.
2. Select one or more schools to be included. Choose multiple schools by clicking on the school name while holding down the CTRL or SHIFT keys.
3. Select the report format. The report can be displayed in a PDF file or as an Excel file.
4. Click Generate Report to run the 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

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

1. Filter on "Count of Sent" to ensure teachers listed with 0 are correctly being excluded from survey and counts seem consistent with class sizes for other teachers.
2. Filter on "Usable Responses" to ensure progress is being made on completion of surveys; keep in mind that if responses are less than 10, teacher will not receive survey results. The Student Voice - Educator with List of Students report can be used to see which students have not started or have submitted (completed).
3. Filter on specific school to ensure all teachers that should have surveys are included.

### Other Notes:

- 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.
- Responses are considered valid or "usable" if the survey was completed between the hours of 7 a.m. and 5 p.m. local time.
- Educators who have fewer than 10 valid responses will not receive Student Voice Survey results unless additional valid responses are received.