

All Staff in Infinite Campus are defaulted to a Student Voice Survey type of “Not Participating”. Districts and schools can change survey types automatically or manually.

Automatic Educator Assignment

Automatic Educator Assignment will update each educator’s survey type if he/she has a District Assignment with a Type of “01: Teacher”. For those who are not assigned as “01: Teacher”, survey types must be changed manually.

Maintain Automatic Educator Assignment Controls on the School Resource Tab.

PATH: System Administration > Resource > School

1. Click on the school for which Automatic Educator Assignment needs to be scheduled

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 the current information, which can be modified as needed and saved.

2. Locate the Student Voice Auto-Assignment controls near the bottom of the School Detail window just below SV Window controls.

3. Select an option from the drop down box in SV Auto-Assignment Choice.
4. Enter the day automatic assignment should run in SV Auto-Assignment Date. Note: Do not enter a date earlier than the current day.
5. Click  Save School to save changes.

SV Auto-Assignment Choice

There are three options for SV Auto-Assignment Choice:

- No Change: Retain Existing Survey Types – This is the default value. When selected, educator survey types will not be changed. Use this option when educator survey types have already been assigned for the majority of grade 3-12 teachers in a school and they **should not** automatically be changed.
- Assign: Survey Types to Type 01 District Assignments ONLY – Student Voice assignment types are automatically assigned to educators with a Type “01: Teacher”. When determining a teacher’s participation status, only students in grades 3-12 are considered.
 - “Not Participating” will be assigned to educators with fewer than 10 students in grades 3-5 and fewer than 10 students in grades 6-12 (all teachers with only students in grades K-2 will receive “Not Participating”).
 - “Not participating” will be assigned to all educators who do not have a Type “01: Teacher”.
 - “Grade 3-5 Teacher Survey” will be assigned to teachers with the majority of students in grades 3-5*.
 - “Grade 6-12 Teacher Survey” will be assigned to teachers with the majority of students in grades 6-12*.**In the event a teacher has the same number of grade 3-5 students and grade 6-12 students, the assignment type will be set to “Grade 3-5 Teacher Survey”.*
- Clear All: Set All to Not Participating – Student Voice assignment types are set to “Not Participating” for all active District Assignment records for all staff regardless of their Type.

SV Auto-Assignment Date

Educator Automatic Assignment will run between 5 p.m. and midnight the night of or between midnight and 6 a.m. local time the day after SV Auto-Assignment Date.

Example: If Auto-Assignment is scheduled for 01/04/2016, then between 5 p.m. local time 01/04/16 and 6 a.m. local time 01/05/2016 Auto-Assignment will run. Users may verify educator assignments after 6 a.m. on 01/05/2016.

Auto-Assignment Points of Consideration

- Manually adjust survey types **after** Automatic Educator Assignment runs. Manually changing survey types before Automatic Educator Assignment runs will result in changes being overwritten.
- Provide ample time between Automatic Educator Assignment and the start of a survey window. This allows time to review educator survey assignments and make manual adjustments.
- Use the report “Student Voice – Projected Counts” to verify educator assignments.

Manual Educator Assignment

Maintain educator survey types on the District Assignments tab.

PATH: Census > People > (Staff) (District Assignments)

Clicking **People** displays the People search.

1. Select Staff from the drop down list and enter the last name of the educator.

Search Results: 7

- SVT, FOUR
- SVT, Four
- SVT, One**
- SVT, Seven S

2. Click on the educator’s name.
3. Click on the District Assignments Tab.

A list of schools where the educator has served or is currently serving will be displayed.

4. Click on the current assignment record. If an educator has multiple assignments at a school, all the assignments should be updated. The survey type must be the **same** on each assignment. If an educator teaches at multiple schools, update only the assignment record(s) for the school needed.

Clicking on an assignment record will display the Employment Assignment Information window. The Student Voice Survey type is located at the bottom of the window.

5. Choose the Student Voice Survey type from the drop down list.

6. Click on  Save to save changes.

Student Voice Survey type

The Student Voice Survey type default is “0: Not Participating” for all employees. Schools may update the survey type at any time. Make manual updates after Automatic Assignment has completed. Manual changes made before Automatic Educator Assignment completes will result in updates being overwritten.

There are three options for the Student Voice Survey:

- **0: Not Participating:** - The employee will not participate in the next scheduled survey window. “Not Participating” is generally assigned to staff who are not a Type “01: Teacher” and educators who have Kindergarten through Grade 2 students ONLY.
- **2: Grade 3-5 Teacher Survey:** The educator will participate in the next scheduled survey window. Students rostered during the educator’s course sections scheduled during instructional time and satisfying the 15 day rules will receive the Grade 3-5 survey. “Grade 3-5 Teacher Survey” is generally assigned to educators with a majority of grade 3-5 students (grade K-2 students are not counted).
- **3: Grade 6-12 Teacher Survey:** The educator will participate in the next scheduled survey window. Students rostered during the educator’s course sections scheduled during instructional time and satisfying the 15 day rules will receive the Grade 6-12 survey. “Grade 6-12 Teacher Survey” is generally assigned to educators with a majority of grade 6-12 students (grade K-2 students are not counted).

Points of Consideration

- Make manual updates **after** Automatic Educator Assignment has run.
- Allow ample time to update survey types. Educator assignments must be completed before surveys are created.
- Use the “Student Voice – Projected Counts” report to verify educator assignments.