

Maintain Student Voice Survey controls on the Infinite Campus School Resource Tab.

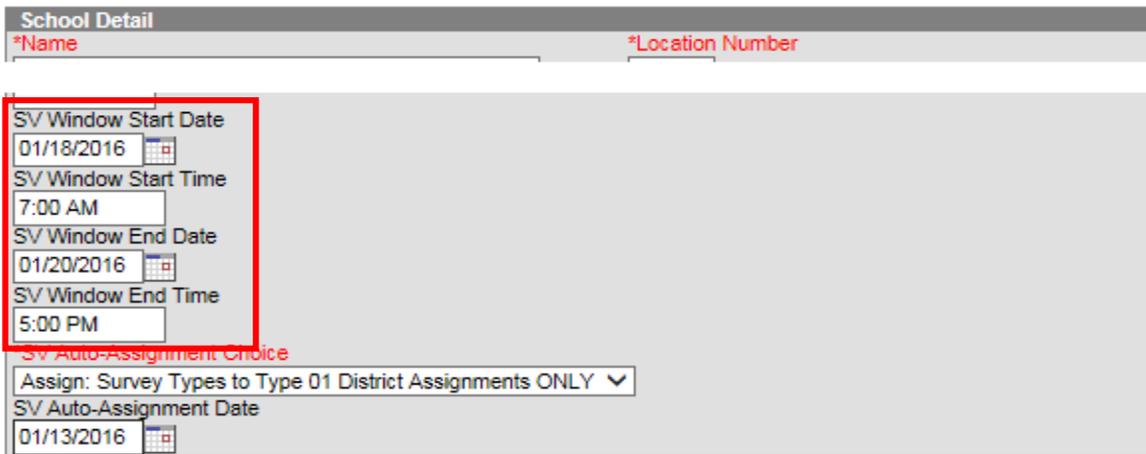
PATH: System Administration > Resource > School

1. Click the school for which a survey window 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 Window controls near the bottom of the School Detail window just above SV Auto-Assignment Choice.



3. Enter the day surveys should become active for students in SV Window Start Date. *Note – SV Window Start Date must be at least one day in the future (i.e., tomorrow). Do not enter the current day or a day earlier than the current day.*
4. Enter the time of day surveys should become active for students in SV Window Start Time.
5. Enter the day surveys should close and no longer be active for students in SV Window End Date.
6. Enter the time of day surveys should close and no longer be active for students in SV Window End Time.
7. Click  Save School to save changes.

Additional details, points of clarification below.

SV Window Start Date and Time, SV Window End Date and Time

Surveys must be scheduled during KDE reporting periods. No surveys will be created outside of KDE reporting periods as defined in the Student Voice Implementation Guide on the [Student Voice website](#). Surveys are created between 5 p.m. and midnight the night before or between midnight and 6 a.m. local time the day of SV Window Start Date. (Example: If SV Window Start Date is 01/05/2016, then between 5 p.m. 01/04/2016 and 6 a.m. 01/05/2016 local time surveys will be created. Students may begin taking surveys at the time entered in SV Window Start Time on 01/05/2016.) The day surveys are created is the date used to determine eligibility of a student for participation in a teacher's survey and is included in instructional and calendar day counts. Students are eligible to participate in a teacher's survey if they:

- 1) have a minimum of 15 instructional days* with the teacher within the last 90 calendar days**.
- 2) have at least one instructional day* with the teacher that is within the last 15 calendar days**.

**Instructional days are instructional school days as scheduled in the Infinite Campus School Calendar.*

***Calendar days are all days in a January 1 through December 31 year.*

The survey window Start Date and Time indicate when the surveys will become available to students. Students will not see the survey invitation in their Messenger Inbox until after the start time of the survey. Surveys will cease to be available to students at the SV Window End Date and Time. Any uncompleted surveys will no longer be available in the student's Messenger Inbox after the survey window ends.

Surveys will be available to students during the entire survey window. This includes the 5 p.m. to 7 a.m. period between school days and weekends if included in survey window. Nothing prevents a student from taking the survey during this time; however, responses received between 5 p.m. and 7 a.m. local time will not be included in the result calculations. Implementing short survey windows can reduce the vulnerability of students taking surveys outside of valid times.

Changing survey dates

Survey dates may be changed:

- Before surveys are created - changing SV Window Start Date and Time and/or SV Window End Date and Time before surveys are created will change when a survey is available to students.
- After surveys are created and during an active survey window - changing SV Window Start Date and Time and/or SV Window End Date and Time during an active survey window will have **NO** effect on the active survey. New dates and times will be ignored until the current survey window ends. Entering new survey window dates is permissible as long as the dates are after the active survey ends. New surveys will not be created while a survey window is active. **Changing the Survey End Date and Time will NOT affect active surveys.**
- After surveys are created and after the prior active survey window ends - changing SV Window Start Date and Time and/or SV Window End Date and Time after the prior survey ends will schedule a new Student Voice survey window for a school.

Automatic Educator Assignment and Manual Educator assignment may occur during an active survey window. **Changing an educator's survey type will not change existing surveys.** It only affects surveys created in the next survey window.

Survey Window Scheduling Points of Consideration

- Complete educator assignments BEFORE surveys are created (5 p.m. the day before SV Window Start).
- Schedule survey windows one at a time. Schedule new windows to begin after the prior window ends.
- **Avoid starting a survey at the beginning of a new term when teacher-student relationships change.** Students must have been scheduled with the teacher for at least 15 instructional days within the last 90 calendar days.
- **Avoid starting a survey immediately after extended breaks.** Students must have at least 1 instructional day with the teacher within the last 15 calendar days.
- Begin and end surveys on school days and keep survey windows short. This minimizes the vulnerability of students completing surveys outside of valid times.
- Active surveys cannot be cancelled.