



Student Voice Survey – Automatic Educator Assignment



Automatic Educator Assignment Tool Auto-Assignment Points of Consideration

Automatic Educator Assignment Tool

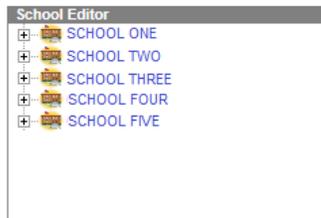
The settings which control when and how Automatic Educator Assignment will run are maintained on the School Resource Tab.

PATH: *System Administration > Resource > School*

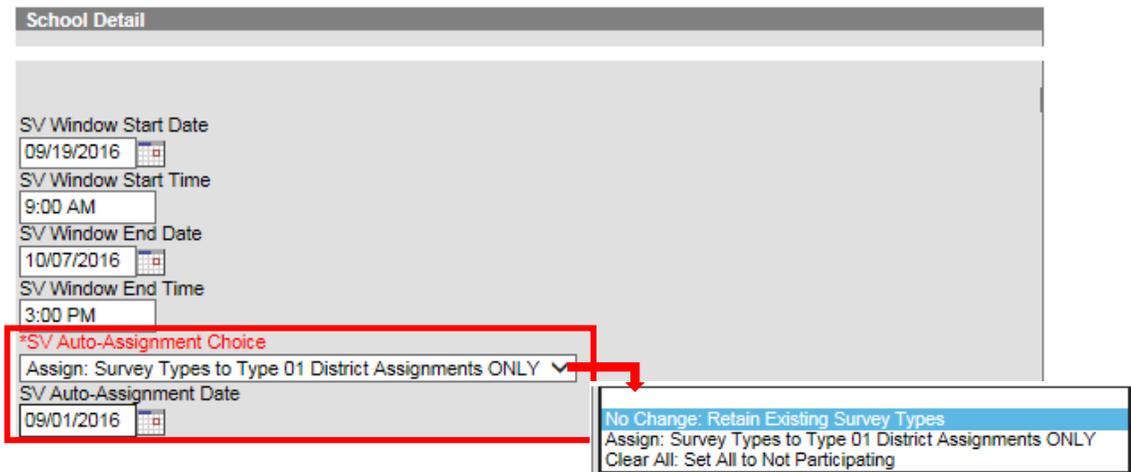
1. Click on the school for which Automatic Educator Assignment needs to be scheduled.

School

School data is divided into two areas: School Detail and School History. By creating a new School History, the new information is added to the School History record, select an existing School History a current information, which can be modified as needed and



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.

There are three options for SV Auto-Assignment Choice:

- **No Change: Retain Existing Survey Types** – Educator survey types will not be changed. “No Change” is recommended when educator survey types have already been assigned for the majority of grade 3-12 teachers in a school and they **should not** be automatically changed.



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- Assign: Survey Types to Type 01 District Assignments ONLY – Educator survey types will be assigned to all educators within a school with a Type “01: Teacher” on the Employment Assignment Information window. When determining a teacher’s participation status, only students in grades 3-12 are considered. The rules for educator assignment are:
 - “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. (Educators 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.
- Note:** 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 – Educator survey types will be set to “Not Participating” for all educators with an active District Assignment, regardless of their Type.

4. Enter the day Educator Automatic Assignment should run in SV Auto-Assignment Date. Date should be entered using a *MM/DD/YYYY* format.

Note: Do not enter a date earlier than the current day.

Automatic Educator Assignment runs between 5 p.m. the night of and 6 a.m. the day after SV Auto-Assignment Date. Example: If Auto-Assignment is scheduled for 09/01/2016, then between 5 p.m. 09/01/16 and 6 a.m. 09/02/2016 Auto-Assignment will run. Users may verify educator assignments after 6 a.m. on 09/02/2016.

5. Click  Save School to save changes.

Auto-Assignment Points of Consideration

- Run Automatic Educator Assignment **before** making manual updates. Automatic Educator Assignment will overwrite educator survey types when “Assign” or “Clear” are chosen.
- 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.
- Survey types must be assigned before surveys generate.
- Changing an educator’s survey types does not affect surveys that have already been created.
- Use the report “[Student Voice – Projected Counts](#)” report to verify educator assignments.