



Student Voice Survey – Check List (for Infinite Campus administered surveys)



District: _____

School Name: _____

Planning the Survey

- Determine how many and when survey windows will be scheduled
 - Be mindful of term changes, breaks and the instructional day rules
- Determine which educators will participate in each survey window
- Communicate survey plans to appropriate staff
- Schedule resources for students to take surveys (computers, rooms, proctors, etc.)
- Send notification and opt-out waivers to parents
- Ensure appropriate personnel sign the Employee Ethics/Confidentiality Agreement
- Identify students who do not have permission to participate and ensure staff are informed
- Ensure Student Accounts are set up appropriately and Campus Portal is available
- Ensure necessary staff have appropriate rights for survey implementation
- Ensure staff know how to administer the survey
- Ensure students understand survey questions and how to take the survey in Infinite Campus

Scheduling the Survey

- Assign Survey Types to Educators
 - Schedule Automatic Educator assignment
 - Manually assign survey type to educators
- Schedule the survey window
 - Allow time between educator assignment and survey start to verify assignments
- Verify educator assignments using [Student Voice – Projected Counts](#)
- Adjust educator assignments as needed

During the Survey

- Monitor survey progress with:
 - [Student Voice – Progress Monitoring](#) and
 - [Student Voice – Educator with List of Students](#)

After the Survey

- Verify survey completion with [Student Voice – Progress Monitoring](#)
- View results with [Student Voice – Teacher Results](#)
- View results in the EDS module of CIITS
 - Results available approximately 3 weeks after the reporting period ends

If administering more than one survey, repeat “Scheduling the Survey”, “During the Survey”, and “After the Survey”.



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Helpful documents:

- [Student Voice Implementation Guide](#)
- [Student Voice Survey – Preparing Campus](#)
- [Student Voice Survey – Preparing Student Accounts](#)
- [Student Voice Survey – User Groups](#)
- [Student Voice Survey – Tool Rights](#)
- [Student Voice Survey –Automatic Educator Assignment](#)
- [Student Voice Survey – Manual Educator Assignment](#)
- [Student Voice Survey – Scheduling a Survey](#)
- [Student Voice Survey – Ad Hoc Reports](#)
- [Student Voice Survey – Reports](#)
- [Student Voice Survey – Where to Get Help](#)
- [Student Voice Survey - A Guide for Teachers](#)
- [Student Voice Survey – A Guide for Students](#)
- [Student Voice Survey – A Guide for Students Presentation](#)