



Student Voice Survey – A Guide for Teachers



Before the Survey

1. Know the Information

- Know the full name of the teachers for whom surveys are being administered.
- Determine the district’s Infinite Campus Portal web address (fill in the blank on Step 1 of the [“Student Voice Survey – A Guide for Students”](#) and step 2(c) below).
- If not all students know their Campus Portal usernames and passwords, obtain them following district guidance.
- Know district procedure for resetting student account passwords.

2. Prepare Materials

- Make copies of the [“Student Voice Survey – A Guide for Students”](#) with the Infinite Campus portal web address (fill in blank if needed before copying).
- If needed, make slips with Campus Portal username and password for each student.*
- If desired, download the [“Student Voice Survey - A Guide for Students”](#) presentation.

** Keep security in mind if handing out slips with username and password. Be sure to have a plan to collect and destroy slips when students are done.*

Administering the Survey

- Review the [“Student Voice – A Guide for Students”](#) presentation with students (if desired).
- Instruct students to:
 - log in to the computer.
 - open a web browser.
 - go to _____.
- Have students complete Steps 1-6 of the [“Student Voice Survey – A Guide for Students”](#).
 - Students may see more than one teacher listed and should only choose the teacher for whom they are responding at this time.**
 - If the link for the teacher is not available, it cannot be fixed. Students should not complete other surveys until asked.
 - Provide any needed accommodations to students during the survey.
 - Ensure students complete each step before moving to the next one.
 - Ask students if they have are having problems accessing their account. If a student cannot access his or her Infinite Campus Portal account, follow district procedures.
 - Students should answer all survey questions to the best of their ability.
 - If a student is unsure on a particular question, he or she may leave it blank.
 - If needed, questions may be read to students.
 - Students should click **Next Page** to advance the survey. Students may click **Previous Page** to return to a prior page.
 - Instruct students to click the **“Complete Survey”** button on the final page of the survey. Then students should click the **“Close Survey”** button on the next window to record their responses.
 - Students should **not** click the Exit (X) button  at the top of the survey web browser window. Surveys are considered incomplete if the **“Complete Survey”** button is not clicked.
- Students responding to more than one teacher during this session should repeat Steps 3-6 of the [“Student Voice Survey – A Guide for Students”](#) for each teacher as specified.
- Instruct students to log out of Campus Portal and the computer when finished.

Note: Surveys submitted before 7:00am and after 5:00pm are not considered valid.