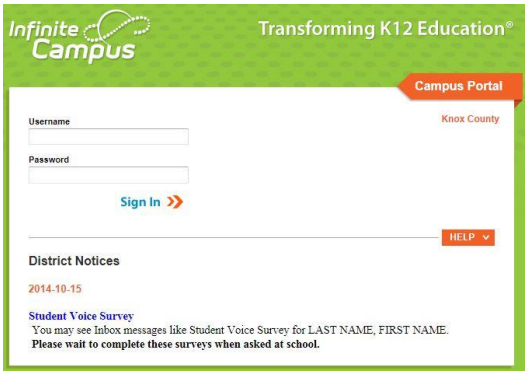
Student "How-To" Guide for Teacher Student Voice Survey

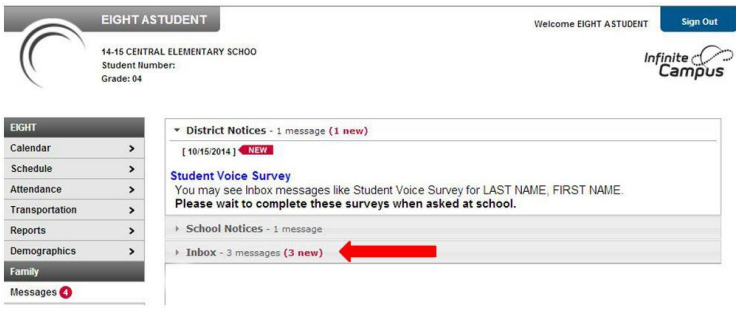
1. Open Campus Portal using the link on your school website, or type this address *(cannot be done through mobile devices)*

_____.

Enter your username and password then click **Sign In**. If you are having problems logging in, please let your teacher know immediately.

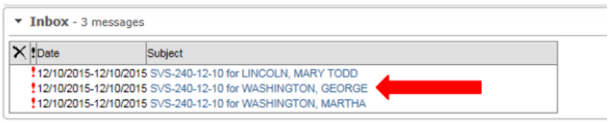


2. If necessary, expand the **Inbox** by clicking it.



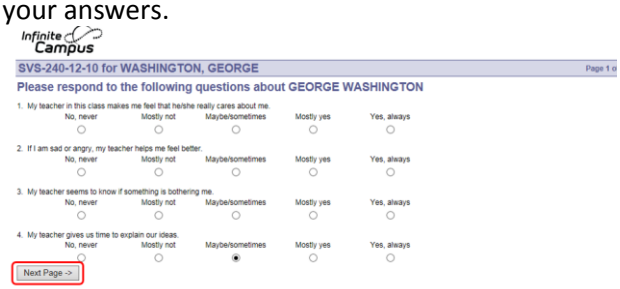
Note: Surveys completed before 7:00am and after 5:00pm are not counted.

3. Click the Student Voice Survey for the teacher you need to complete now. If you do not see the correct teacher's name, please let your teacher know immediately.

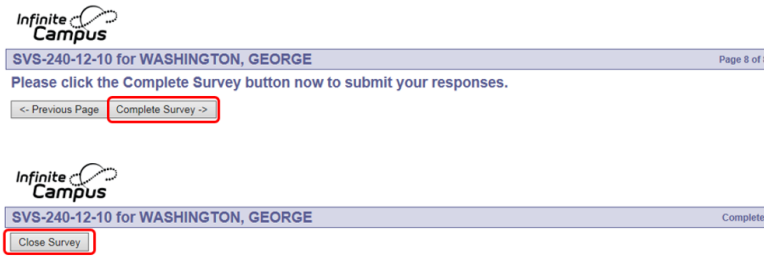


4. If the correct teacher's name is showing, click **Start**. If the name is wrong, close this window and redo Step 3.

5. Respond to each question by clicking the radio button ○ under the answer you want (your screen may be different). After responding to all questions on the page, click **Next Page** to save your answers.



6. After responding to all survey questions, click **Complete Survey**. Then click **Close Survey** on the next screen.



***Do **NOT** click on the Exit (X) button* *at the top of the survey browser window. Surveys are considered incomplete if the Complete Survey button is not clicked.*