This document is to help you plan for the administration of online student surveys.

**NOTE: THIS SURVEY IS NOT THE ANNUAL MY VOICE, MY SCHOOL SURVEY.**
The *My Voice, My School* student and teacher surveys will be administered from February through April and will, as last year, result in the individual school reports.

The *Becoming Effective Learners* project aims to test survey questions about how students are thinking about learning, and how teachers are facilitating student growth and belonging.

As a coordinator, we will ask you to do the following:
- *Distribute consent forms*
- *Facilitate student consent form raffle*
- *Facilitate student administration*
- *Monitor response rates*

**Important dates** for the surveys are:

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<td>Distribute consent forms</td>
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<td>Student Survey window</td>
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To complete the Student Survey, students will go to:

[survey.5-essentials.org/BEL](survey.5-essentials.org/BEL)

If you have any questions or concerns, please call the CCSR Survey Office at 773-834-3629.
1. **Distribute parent consent forms**
Although the survey is completely online, paper parental consent forms must be passed out to students. Your school should have received and distributed a batch of consent forms in early December. *Students must return signed consent forms to the school before they can complete the survey. Please keep all signed consent forms in a locked filing cabinet.* We will pick them up on January 18 or when there is a convenient time the following week.

If parents call and have questions about the survey, please refer them to our survey office (773-834-3629 or ccsr-survey@uchicago.edu).

The parent consent form is available at: [www.ccsr.uchicago.edu](http://www.ccsr.uchicago.edu).

2. **Facilitate student consent form raffle**
We will be conducting a raffle to try to encourage students to bring signed consent forms back. We will offer between 1 and 6 iPod Shuffles, depending on school size. We will offer schools with fewer than 500 students one iPod Shuffle, schools with 501-1000 students three iPod Shuffles, and schools with more than 1000 students six iPod Shuffles.

Here’s how it works:
- Students who return their signed consent in ONE DAY will get 10 chances to win.
- Students who return their signed consent in TWO DAYS will get 8 chances to win.
- Students who return their signed consent in THREE DAYS will get 6 chances to win.
- Students who return their signed consent in FOUR or more days will get 5 chances to win.

Keep an envelope/box of consent forms for each of these days. We will pick up the consent forms and randomly select students to receive the prize.

3. **Facilitate student administration**
All students including students with disabilities and those students who are English language learners in 6th-12th grades should have the opportunity to complete the survey. The student survey is available in English only. Students from other grades will not be able to log into the survey. Students with disabilities should be provided with necessary accommodations, such as having the survey read aloud, or being provided with extra time as needed.

**Before survey administration**
Parents will receive information about the survey via the consent forms to be sent home with students. If students do not return a signed consent form, they cannot participate. Please keep a list of these students and notify their teachers. Please also send us a list of these students (with SIDs) via email at ccsr-survey@uchicago.edu. If these students do participate, we will remove their data.

*If you have any questions or concerns, please call the CCSR Survey Office at 773-834-3629.*
Taking the Student Survey
To complete the survey, students should take the following steps:

1. Go to survey.5-essentials.org/BEL.
2. Select the language in which the student would like to take the survey (English or Spanish).
3. Enter the Student ID (8 digits), and date of birth.
4. Click ‘Login’.
5. Complete the survey.
6. Click ‘Submit survey’.

In order to assist students with their student IDs, have survey administrators ready with student rosters that contain student identification numbers. Rosters can be pulled off of IMPACT/SIM by using the following steps:

1. Go to the “Admin” section and click on “Reports”
2. Under “Student List Reports” click on “CPS-Student Alpha list”

You may also use the “All Students” quick search from the SIM Home Page. This will list all students in the school, with the option to sort alphabetically. The list can then be printed or saved as a soft copy.

To print reports for classrooms by teacher you can use either the Class roster report for high schools or the Homeroom roster report for elementary schools on the Reports page.

If students are in IMPACT but are still not able to log into the survey, they can still log in provisionally. Underneath the login button, students can follow a link to take the provisional survey. Students will be asked to enter their SID, date of birth, gender, grade, school, when they started going to the school, and why they couldn’t log in. All of this information will be used after survey administration to try to link up provisional logins to updated lists of students.

Surveys should be completed in one sitting. However, if a student doesn’t complete the survey and then logs in again, all data from their first sitting will be displayed. The survey will begin after the last question that was responded to.

Students are free to skip any questions they do not wish to answer. Students who have finished the survey and click the “submit” button at the end will NOT be able to log in again. But students who only finish part of the survey can log in again later and pick up where they left off.

Students with Disabilities
Most (almost all students with disabilities) should be given the opportunity to respond to the questions in this survey. Students with disabilities should be provided with necessary accommodations, such as having the survey read aloud, or provided with extra time as needed. Those individuals who are administering the survey should pay close attention to the students’ IEPs, specifically the accommodations and modifications section and the testing section, for information about how to best administer the survey to any particular student.

If you have any questions or concerns, please call the CCSR Survey Office at 773-834-3629.
Suggestions for facilitating student administration
Administration of this survey must occur within the survey window, during school hours. Here are some suggestions to ensure that all students are able to respond.

Ensure Access to Computers
- Establish days and times throughout the administration window when students will be able to use the computer lab to take the survey (be sure to publicize these dates and times to teachers).
- Schedule whole-class blocks of time in a computer lab:
  - Have students bring independent reading material or other work to do when they complete the survey.
  - Have students rotate through the computer lab, checking off their names on a list as they complete the survey.
- Create a link or bookmark to the survey that is readily accessible on a classroom computer.
- Use a laptop cart to do whole-class survey administration, one classroom at a time.
- Consider using text-to-speech or other differentiation supports for students who may have difficulty reading the survey independently.

4. Monitoring student response rates
Our system allows coordinators to see which students have responded to the student survey. Although we cannot display student names, the student ID, date of birth, grade, gender, and special education status will be displayed. We will display whether the individual has not responded, started the survey but not completed it, or submitted their responses.

To view this list, go to https://survey.5-essentials.org/BEL/roster/ and click on your school. You can sort by student ID, date of birth, grade, and whether they started or submitted the survey.

To generate response rates, we will be using a roster of students received in September 2012. New students may not be on the roster and may have to log in provisionally. Although these students will not be included in the calculated response rate during administration, we will attempt to reconcile them with an updated roster received after administration. That is, your response rate during administration may be inaccurate because of new students coming into the school and students leaving the school.

If you have any questions or concerns, please call the CCSR Survey Office at 773-834-3629.