2017 Survey Administration Manual

CHICAGO PUBLIC SCHOOLS SURVEY ADMINISTRATION
JANUARY 31 – MARCH 24, 2017
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INTRODUCTION

The 5Essentials is a comprehensive, evidence-based system designed to drive improvement in schools. This system – which includes a diagnostic survey, scoring, and reporting, is a method for schools and districts to identify areas of strength and those in need of support. Equipped with this information, school leadership will be better positioned to drive improvement efforts.

This administration guide provides information and instructions on how to administer the 5Essentials Survey. Use this manual to help ensure a smooth administration and increase participation from students and teachers. A school must achieve a 50 percent response rate from students and teachers in order to qualify for a 5Essentials Report. Additionally, each school must have a minimum of eight teacher survey respondents and ten student respondents.

As in previous years, the school-level survey results will be presented in individual school reports (see cps.5-essentials.org/2016/ for last year’s reports).

GENERAL SURVEY INFORMATION

ADMINISTRATION WINDOW: JANUARY 31 – MARCH 24, 2017

The 5Essentials Survey is administered online. Administration dates will not be extended; therefore survey participants must complete the survey within the administration window. Schools may elect to schedule a period of time during the administration window to complete the survey to work around testing, field trips and other commitments. The student and teacher surveys take approximately 45 minutes to complete. Participants should be allotted sufficient time for survey completion.

The 2017 survey is open to students in grades 6-12 ONLY.

Survey URL: https://survey.5-essentials.org/cps

SURVEY TECHNICAL REQUIREMENTS

SUPPORTED BROWSERS

In order to access the 5Essentials Surveys, participants should use:

- Mozilla Firefox, v4 or newer
- Internet Explorer, v7 or newer
- Google Chrome, (any version)
- Safari, v5 or newer

SUPPORTED DEVICES

- PC or laptop
- Tablets
ETHICAL SURVEY ADMINISTRATION

No one should attempt to influence the responses that teachers or students provide on the survey. School leaders and other personnel should not attempt to influence or suggest survey answers that teachers or students provide. Nor should they require teachers or students to take the survey. If teachers or students report any attempts to influence responses to you, please collect as much detail about the event as possible, and contact CPS at 773.553.4444 or UChicago Impact at 866.440.1874 or 5Essentials@uchicago.edu with the information.

To avoid any suggestions of influence or the appearance of impropriety, it is highly recommended that administrators leave the room while staff are taking the survey. It is suggested that a staff person volunteer to read instructions to the other staff and inform the administrator when all surveys are completed.

Note that while all surveys are conducted online, all students and teachers should be given the opportunity to participate using school computer equipment.

CONTACT/SUPPORT

If you have any questions concerning the administration of the 5Essentials Survey, please contact 5Essentials Client Services toll-free at 866.440.1874 or via email at 5Essentials@uchicago.edu. Online resources are also available to assist schools during the survey administration. Help articles can be found by topic by visiting: https://help.5-essentials.org.

PREPARING FOR SURVEY ADMINISTRATION

DESIGNATE A SURVEY COORDINATOR

It is important to identify an individual to coordinate the logistics of the survey administration and act as the liaison to UChicago Impact; depending on school size, multiple individuals or a team of individuals may be needed. The individual(s) who fulfills these responsibilities is the school’s survey coordinator. It is recommended that individuals without instructional responsibilities fulfill this role, e.g., assistant principal, technology coordinator, etc.

Principals who have not yet selected a survey coordinator can use the “Manage Admin Users” button on the Survey Administration Dashboard to create an admin account for the designated survey coordinator.

ACCESSING THE SURVEY ADMIN DASHBOARD

The survey administration dashboard is used by administrators and survey coordinators to view roster information as well as response rates for their district or school. An email will be sent from Impact-Surveys@uchicago.edu to district administrators, principals and survey coordinators notifying them that a survey administration account has been created for them. This email contains a link to create a password; after a password has been created, account holders can access the survey admin dashboard. All administrators and survey coordinators who receive a 5Essentials Survey administrator account notification must follow the prompt to create a password in order to access their school’s response rate information, regardless if they had an account in a prior survey year.
ROSTERS AND RESPONSE RATES
Weekly response rate updates will be sent electronically to district administrators, principals, and survey coordinators to report progress during the survey administration window. All response rate reports will show the percentage of students and teachers that have completed the survey.

Please Note: Surveys completed using the provisional method are not included in the weekly response rate updates. Provisional surveys are reconciled after the survey window closes which may result in changes to the response rates. Final response rates will be included in survey reports.

STUDENT ROSTERS AND RESPONSE RATES
The roster section of the survey administration dashboard allows admin users to view started and submitted times for student respondents. Although we cannot display student names, the student ID, date of birth, grade, gender, and special education status will be shown.

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

TEACHER ROSTERS AND RESPONSE RATES
In order to maintain teacher confidentiality, we cannot display any identifying information about the teachers and whether or not they have participated in the survey; you will only be able to see the response rate for your school. Reminder emails will be sent to individual teachers who have not responded.

PRE-SURVEY ADMINISTRATION

PARENTAL CONSENT
Parents will receive information about the survey via a spotlight on the CPS website. Parents may call the school to request that their children not participate. Please keep a list of these students and notify their teachers. Please also send us a list of non-participating students (with SIDs) via email at 5Essentials@uchicago.edu. If those students do complete the survey, their data will be removed.

INFORMING YOUR SCHOOL COMMUNITY
If you and your principal feel that providing your school community with advance notice and information regarding the survey is important, there is a letter you can download and distribute to parents and guardians. Please feel free to either use the letter as is or incorporate the language from the letter into your own communication, such as through a school newsletter, on the school website, through email listservs, or by posting the document in your building.

A copy of the parent notification letter can be found online: http://cps.edu/Pages/surveys.aspx

If parents or guardians request to see a copy of the student survey, you can find one here: http://uchicagoimpact.org/2017-CPS-5Essentials-Survey
5ESSSENTIALS STUDENT SURVEY

The 5Essentials Student Survey is to be completed by students in grades 6 through 12 ONLY. Students in grades 4 & 5 will NOT participate in the survey.

Students are required to enter their student ID and birthdate to log into the survey. Student rosters may be exported from the dashboard into an excel spreadsheet. It can be helpful to print and have these rosters available when administering the survey. Visit https://survey.5-essentials.org/cps/roster/schools/ to select your school and view your school roster.

The student survey takes approximately 30 minutes to complete and is available in English and Spanish. All surveys should be completed in one sitting, if possible. Please Note: Surveys cannot be retrieved once submitted. For this reason, please encourage student to take their time when responding to the survey. Students may skip any questions they do not wish to answer. Please refrain from interpreting survey questions for students.

To complete the student survey, please instruct students to:
- Visit https://survey.5-essentials.org/cps and select Student Survey.
- Enter student ID and birthdate.
- Select the necessary language to complete the survey (English or Spanish).
- Click Submit when the survey is completed.

To view a sample Student Survey Login page see APPENDIX.

STUDENT SURVEY VERSIONS

Some questions will differ for students based on class and/or grade level. However, all students will be asked questions about their English/Reading/Literature, Math and Science classes.

ACCOMODATIONS FOR STUDENTS

Most (almost all) students with disabilities should be given the opportunity to respond to the questions in this survey. While some questions may need to be interpreted to better satisfy a student’s learning environment, all students with disabilities should be accessing the same curriculum as their nondisabled counterparts. Students with disabilities should be provided with necessary accommodations, such as having the survey read aloud, or being given extra time as needed. Any accommodations made for a student must protect the confidentiality of the student’s responses.

Those individuals who are administering the survey should pay close attention to the students’ IEPs, specifically the accommodations and modifications and testing sections for information about how to best administer the survey to any particular student. If schools have specific questions related to the survey, they should reach out to their Specialized Services Administrator (SSA) for clarification and further assistance.
SUGGESTIONS FOR FACILITATING STUDENT ADMINISTRATION

Administration of this survey must occur during school hours within the survey window. Here are some suggestions to ensure that all students are able to respond.

- Have student IDs readily available for login.
- Create a school-wide survey schedule.
- Build into common structures or advisories.
- Rotate classes into computer lab.
- Use a laptop cart to do whole-class 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.
- Create a link or bookmark to the survey that is readily accessible on a classroom computer.

5ESSENTIALS TEACHER SURVEY

The 5Essentials Teacher Survey is to be completed by staff whose primary responsibility involves teaching students for the majority of the school day and year. Individuals in the following positions are also encouraged to participate:

- Teacher Assistants
- Reading Specialists
- Instructional Coaches
- Counselors
- Social workers

The following positions are ineligible to participate in the survey:

- Principals, Assistant Principals
- Student teachers
- Substitute teachers
- Tutors

Teachers and other eligible instructional staff will receive email invitations the morning the survey window opens. Invitations will include login instructions for accessing the survey. Teachers may skip questions they do not wish to answer and change survey responses; however, surveys cannot be recovered once submitted. For this reason, please encourage teachers to take their time when responding to the survey. The teacher survey may also be completed outside of the school if desired.

To complete the teacher survey, please instruct teachers to:

- Visit: https://survey.5-essentials.org/cps and select Teacher Survey.
- Enter login ID and passcode.
- Advance to survey questions.
- Click Submit when the survey is completed.

To view a sample Teacher Survey Login page, see APPENDIX.
SUGGESTIONS FOR FACILITATING TEACHER ADMINISTRATION

- Share information and schedule time to take the survey during staff meetings.
- Establish expectations for participation.
- Determine a goal window for completion.
- Enlist survey advocates (e.g., lead teachers).

PROVISIONAL SURVEYS

The Survey Administration Tool allows students and teachers who are not represented in the core roster data to complete provisional surveys.

Provisional surveys include the same content as the surveys accessed through the traditional login process. The criterion for login differs by respondent type but includes common elements such as school, grade, and employment/enrollment date. The provisional login also requires the respondent to identify the reason for the alternate login from a menu of responses.

As previously noted, surveys completed using the provisional method are not included in the weekly response rate updates. Provisional surveys are reconciled after the survey window closes which may result in changes to the response rates. Final response rates will be included in survey reports.

To review eligibility requirements for survey participation, see 5Essentials Teacher Survey section above.
APPENDIX: SAMPLE LOGIN PAGES

STUDENT LOGIN

Login
Please login to take the 2017 Essentials Student Survey.

PLEASE NOTE: This survey is for students in grades 6th-12th ONLY; please follow the prompts below to access the survey.
*Required fields
*Student ID:

*Birth date:

Login

Can't log in? Click here to take the provisional survey.

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STUDENT PROVISIONAL LOGIN

Login
We're having a hard time finding you in our system. Please following the prompts below to take the 2017 Essentials Student Survey.

PLEASE NOTE: This survey is for students in grades 6th-12th ONLY.
* Required fields
Student ID:
Enter your Student ID if you know it.

*Birth date:

*Gender:
○ Male
○ Female

*Grade:
Choose grade *

*School:
Begin typing your school's name to get a list of matching schools to choose from.

*When did you start going to this school?
○ In the past month
○ In the past semester
○ At the beginning of this school year
○ Before this school year

*Why did you have trouble logging in?

Login