CULTIVATE STUDENT SURVEY ADMINISTRATION MANUAL

This document is to help you plan for the administration of the online Cultivate Survey. Please note: The Cultivate Survey is different from the 5Essentials Survey. The Cultivate and 5Essentials Surveys are grounded in research from the UChicago Consortium on School Research (UChicago Consortium) and administered by UChicago Impact. Still, they are **two separate surveys and will have different administration windows and reports**. In addition to taking Cultivate, school communities should plan to also participate in the Chicago Public Schools 5Essentials Survey this academic year.
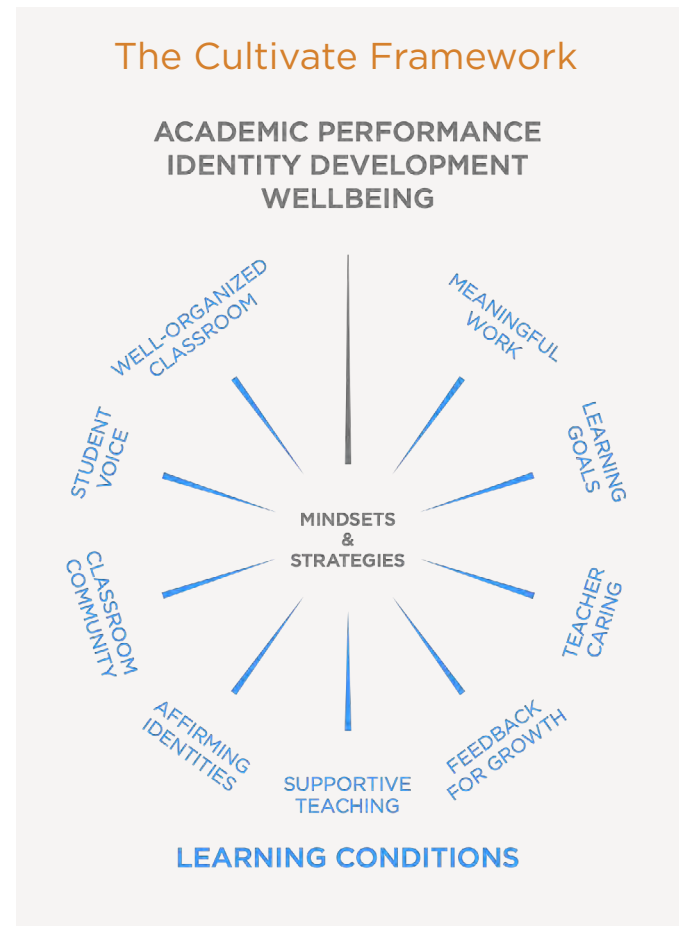
Contents

What is Cultivate?

Cultivate is a research-based framework and student survey that provides actionable insight into students' perceptions of their learning environments—the Learning Conditions that matter most for cultivating the Learning Mindsets and Strategies that fuel strong academic performance, positive identity development, and well-being.

Cultivate illuminates how teaching practices—from how quickly assignments are graded and returned to how students are greeted—influence students' Learning Mindsets and Learning Strategies (Mindsets & Strategies), and, in turn, their grades, identity development, and well-being. It provides educators with insight into 5th-12th grade students' self-reported Mindsets & Strategies—how they see themselves as learners and the way they approach their work.

Cultivate has been developed by researchers at the UChicago Consortium. You can read their full report, "Do Classroom Environments Matter for Noncognitive Aspects of Student Performance and Students' Course Grades?" to learn more about the research behind Cultivate at www.consortium.uchicago.edu.

The Cultivate Framework

ACADEMIC PERFORMANCE
IDENTITY DEVELOPMENT
WELLBEING

WELL-ORGANIZED CLASSROOM
MEANINGFUL WORK
STUDENT VOICE
LEARNING GOALS
CLASSROOM COMMUNITY
TEACHER CARING
AFFIRMING IDENTITIES
FEEDBACK FOR GROWTH
SUPPORTIVE TEACHING

MINDSETS & STRATEGIES

LEARNING CONDITIONS

How Cultivate Works

The Cultivate Survey is administered to 5th-12th grade students **twice a year**—in the fall and spring. Students are prompted to reflect on their Mindsets & Strategies, as well as their classroom learning environments across nine Learning Conditions. The nine Learning Conditions are:
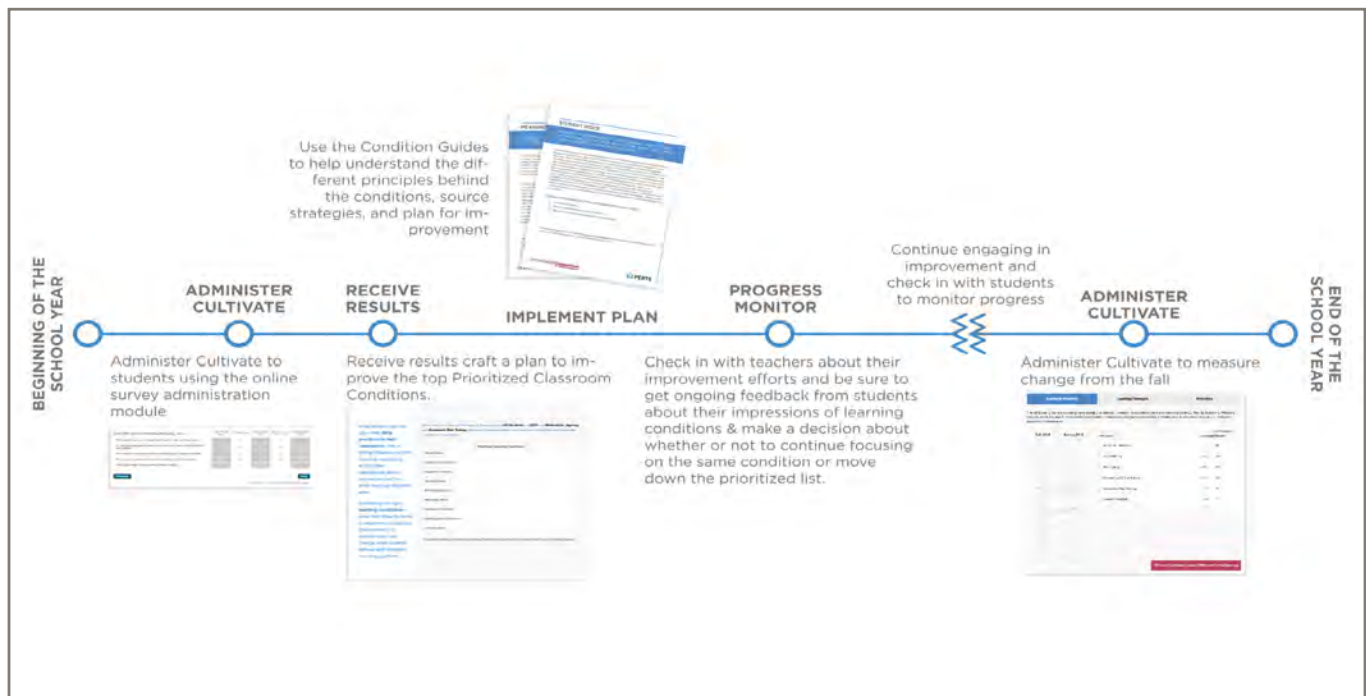
- Affirming Identities: Recognition and affirmation of student identities
- Classroom Community: Sense of community and mutual support among classmates
- Feedback for Growth: Nature and quality of teacher feedback to improve student work
- Learning Goals: Accessibility and connectedness of instructional goals
- Meaningful Work: Interest and relevance of classroom learning for students
- Student Voice: Opportunities for and responsiveness to student ideas and input
- Supportive Teaching: Breadth and quality of teacher's instructional support for learning
- Teacher Caring: Strength and quality of teacher's one-on-one relationships with students
- Well-Organized Classroom: Clarity and helpfulness of classroom systems and routines

After each survey administration, educators receive a comprehensive picture of students' perceptions of their own Mindsets & Strategies and classroom learning environments, along with a set of "Prioritized Learning Conditions" they can use to guide efforts to create learning environments that support all students.

Preparing for Survey Administration

Before survey administration begins, it is beneficial for school leaders and staff to discuss the purpose and value of gathering meaningful student feedback. For example, take time to discuss the potential and power of student input and how you can leverage those insights to create more supportive learning environments and drive overall school improvement.

Sample Implementation Timeline

Schools should do the following to prepare for a successful survey administration:

- Develop an administration plan that involves the school community (staff, students and parents)

- Set response rate goals

- Determine a goal window for completion

- Use existing channels of communication to emphasize the importance of survey participation and promote a higher response rate

- Schedule ample time for completing the survey

  › 30 minutes is recommended: 10 minutes to explain the survey to students, 15-20 minutes for students to take the survey

- Make sure students finish the survey in one sitting

- Track survey response rates early on and throughout the administration window

Survey Administration Dashboard
(https://survey.5-essentials.org/cps-fall22/home)

The survey administration dashboard is used by administrators and survey coordinators to view roster information and response rates for their district or school. An email will be sent from Impact-Surveys@uchicago.edu to 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 dashboard. All administrators and survey coordinators who receive a Cultivate Survey admin account notification must follow the prompts to create a password to access their schools' response rate information.

Designate a Survey Coordinator

Assigning a Survey Coordinator for your school is essential in ensuring a successful survey administration. The designated individual will be responsible for coordinating the logistics of the survey administration and acting as the liaison to UChicago Impact. Depending on the school size, multiple individuals may be needed to act as Survey Coordinators. It is recommended that the designated Survey Coordinator(s) is an individual(s) without instructional responsibilities, e.g., assistant principal, technology coordinator, etc.

To help Survey Coordinators better manage survey administration logistics, principals can create a School Admin account on the Survey Admin Dashboard. This account will allow Survey Coordinators to view rosters, submit roster change requests, and track survey response rates in real-time. Survey Coordinators will receive weekly response rate reports and email notifications during the survey window.

To assign a Survey Coordinator, follow the steps below.
1. Log into the survey admin dashboard: https://survey.5-essentials.org/cps-fall22/home
2. Click the "Manage School Admins" button
3. Click on your school's name
4. Click the + icon to Add a School Admin
5. Enter the email address and first and last name, and click submit.
    a. **Please note**: Clicking submit will trigger an email notification to the school admin.

Tracking Survey Completion Using the Dashboard

During the survey administration window, weekly updates on survey response rates will be emailed to district administrators, principals, and survey coordinators. All Response Rate Reports will show the percentage of students who have completed the survey.

The roster section of the survey administration dashboard allows admin users to view started and submitted times for student respondents. Coordinators will be able to see which students have responded to the survey but will not see students' actual responses to survey questions. The Cultivate results are reported in aggregate and will not reveal respondent identities.

To view your school's roster, go to https://survey.5-essentials.org/cps-fall22/home and click on "Roster."

You can sort by name, student ID, date of birth, grade, and whether they started or submitted the survey.

The minimum reporting threshold is 50 percent. That means a Cultivate Report will only be generated if a school achieves a 50 percent response rate. Additionally, a minimum of 10 student responses must be submitted for the report to be generated.

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.

Strategies for Increasing Response Rates

Broad student engagement is imperative to receive the best possible picture of your classroom learning conditions. Having a representative sample of student participation across all participating grade levels will provide a more robust view of classroom learning conditions.

Like with any survey, getting survey participation can be challenging. While there is no one way to boost student response rates for the Cultivate Survey, below are some strategies that have been successful in prior Cultivate Implementations.

- Create a school-wide survey schedule.
- Create a link or bookmark to the survey that is readily accessible on a classroom computer.
- Build survey administration into common structures or advisories.
- Schedule whole-class blocks of time in a computer lab:
    › Have students bring independent reading material or other work to do after they have completed the survey.
- Use a laptop cart to do whole-class administration, one classroom at a time.
- Have student IDs readily available for login.
- Ensure necessary testing accommodations for a student with an IEP are in place before that student's turn to complete the survey.
- Ask teachers to inform their students about the value of their feedback and the purpose of the Cultivate Survey.

General Survey Information

Administration Window: December 1-December 22, 2022

The Cultivate Survey is administered online and is accessible to respondents during a predetermined window of time. See above for your school's Administration Window. Paper copies of the survey **will not be provided**. Survey administration dates will not be extended; therefore, survey participants must complete the survey within the administration window specified.

It is recommended that schools schedule a period of time during the administration window for students to complete the survey. This will avoid conflicts with instruction, testing, field trips, and other commitments. The survey takes approximately 20 minutes to complete. Participants should be provided sufficient time for survey completion.

Survey URL: https://survey.5-essentials.org/cps-fall22

Survey Technical Requirements

Supported Browsers

When accessing the Cultivate Survey, participants should use one of the following web browsers:

- Apple Safari 5 or +
- Google Chrome
- Microsoft Edge
- Microsoft Internet Explorer 7 or +
- Mozilla Firefox 4.0 or +

For a smooth survey administration, please ask your IT services personnel to:

- Confirm your web browsers are updated.
- Ensure your district or school firewalls/network security will allow access to the survey URL above and receive emails from Impact-Surveys@uchicago.edu.

Supported Devices

- PC or Mac computers/laptop
- Android and IOS tablets
- Android and IOS mobile phones

Contact/Support

If you have any questions concerning the administration of the Cultivate Survey, please contact UChicago Impact Survey Support at Impact-Surveys@uchicago.edu.

Survey Administration

Parental Consent

Depending on your district's policy, parents may need to be notified in writing about the administration of the Cultivate Survey. The parent notification letter informs parents of the purpose of the Cultivate Survey and its administration dates. It also allows them a reasonable opportunity to review the survey questions and decline their child's participation in the survey if they wish to do so. The parent notification letter can be found in Appendix A of this manual. Principals and/or survey coordinators must maintain a list of "opt-out" students and notify their teachers before administering the survey to students. Students who have returned an opt-out form should not take the survey.

Student Administration

All students, including students with disabilities and those who are English language learners, should be given the opportunity to complete the survey. Ideally, a student would be enrolled for at least one month at your school before asking the student to complete the Cultivate Survey.

When accessing the Cultivate Survey, students must enter their student ID and birthdate to log into the survey. Printing and having student rosters available when administering the survey can be helpful in case the student ID is not commonly known. Student rosters may be exported from the survey administration dashboard into an Excel spreadsheet.

The student survey takes approximately 20 minutes to complete. Students are encouraged to respond to all applicable survey questions; however, students may skip any questions they do not wish to answer. All surveys, including those taken using the provisional login, should be completed in one sitting; surveys cannot be retrieved once submitted. For this reason, please encourage students to take their time when responding to the survey. Only surveys accessed using the traditional login method can be completed in more than one sitting.

Taking the Student Survey

To complete the survey, students should take the following steps:
1.   Go to https://survey.5-essentials.org/cps-fall22 and select Student Survey.
2.   Enter the Student ID and date of birth.
3.   Click 'Login'.
4.   Select the necessary language to complete the survey (English/Spanish).
5.   Answer all applicable questions.
6.   Click 'Submit survey'.

Student Survey Versions

Students will be randomly assigned a core subject and will be asked to confirm their subject before continuing. Core subjects offered are English, Math, Social Studies, and Science. To view a sample login page and core subject confirmation questions, see Appendices B and C.

Students with Disabilities

Students with disabilities should be given the opportunity to complete the Cultivate Survey. Schools should provide students with IEPs with the necessary accommodations to successfully submit their responses, such as having the survey read aloud or provided with extra time as needed. To determine the best accommodations for a student with a disability, we encourage survey administrators to review the testing modifications and accommodations section of the student's IEP.

Student Roster Removals

Survey Coordinators can request deletions and/or transfers to another school for students within the roster section of the survey admin dashboard. Students should ONLY be removed from your roster if they are not currently at your school or if they qualify for one of the listed removal reasons.

To delete a student, select the checkbox next to their name, then click the "Request deletion" button above the roster table. You will then need to input a reason for the deletion and confirm your submission by again clicking the "Request deletion" button.

The reasons to delete a student from a school roster are:

- No longer enrolled at the school

- Unable to engage in the survey due to learning capacity

- ELL/non-Spanish speaking

- Parental opt-out

If you know what school the student has transferred to (and the school is participating in the same survey administration), you can click the "request transfer" button after choosing

the student(s) that need to be moved. If student transfers are needed to multiple schools, requests must be grouped by school.

For example, you have six (6) students that need to be transferred, four (4) attend Smith HS, and two (2) attend Jones HS. You will need to request to move the four (4) students to Smith HS and a subsequent request to move the two (2) students to Jones.

Please go to **Appendix D** of this manual to see a sample of the Roster Page functionality.

Provisional Login

The Survey Administration Tool allows students not represented in the core roster data to complete the survey using the provisional login. The provisional login requires students to enter their birthdate, gender, grade level, and school. The provisional login also requires students to select when they were enrolled and identify the reason for the alternate login from a menu of responses. Please use the provisional login option only after troubleshooting login difficulty with a UChicago Impact representative.

Frequently Asked Questions About Cultivate

How does Cultivate help improve student grades?

Cultivate is grounded in research from The University of Chicago Consortium on School Research that establishes a link between Learning Conditions (certain aspects of students' learning environments), Mindsets & Strategies, and, in turn, academic performance, identity development, and well-being.

Sometimes a student's Mindsets & Strategies can get in the way of their learning and result in lower academic performance as measured by grades. Teachers can foster more positive Mindsets & Strategies in their students through the classroom environment they create, thus unleashing students' potential to learn and improve their academic performance. Research has shown that students who report more positive learning environments are more likely to have stronger Mindsets & Strategies.

Therefore, educators can use the results Cultivate provides to help guide the creation and refinement of learning environments and experiences that will promote stronger Mindsets & Strategies that lead to stronger academic performance that is reflected in students' grades.

What are Learning Mindsets and Learning Strategies (Mindsets & Strategies)?

Mindsets & Strategies—specifically, Learning Mindsets, Learning Strategies, and Motivation–are aspects of students' social, emotional, and academic development that shape their performance in school. Learning Mindsets are students' perceptions about themselves and their work in their classes, such as having a growth mindset or a sense of belonging. Learning Strategies are the tools and approaches students use to support their learning, such as their ability to monitor their own thinking and progress.

Who takes the Cultivate Survey?

The Cultivate Survey is designed for students in grades 5-12.

What classrooms are students answering questions about?

The Cultivate Survey randomly assigns students to answer questions about one of their core classes (math, science, social studies, and English).

How many times a year is the Cultivate Survey administered?

Cultivate is administered twice a year—once in the fall and once in the spring.

How are Cultivate Survey results disaggregated?

Results from the Cultivate Survey can be disaggregated by grade level, subject area, or a combination of both. This allows grade level or subject area teams to use this information to identify patterns and better understand how learning environments differ across different groups of classrooms.

Are Cultivate Survey results designed to evaluate teacher practice?

Cultivate results are not designed to be an accountability tool or evaluative of teacher practice. Cultivate is a measure of students' perceptions of what teachers do in their classrooms and the results are designed to help teachers adjust and refine their practices in ways that foster strong Mindsets & Strategies and, in turn, better academic performance for students, as well as a stronger sense of identity and well-being.

How is this approach different from other approaches to improving students' grades?

A common approach to improving student grades is imparting more content knowledge or implementing entirely new curricula. Instead, Cultivate equips educators with the information they need to adjust and refine their practice and the learning environments they create in ways that help students thrive in their learning and well-being through existing curricula.

Appendix A: Parent Notification

Dear Parent or Guardian,

We are writing to inform you about an online survey, called Cultivate, your child will be asked to participate in this fall and spring. Cultivate is a student survey, developed by the University of Chicago Consortium on School Research, that asks your child to reflect on their experiences in their classrooms, as well as how they view themself as a student. This information is then used to guide teachers in creating the best possible learning environments for your child and their peers. After the survey administration, schools receive a survey report with collective findings from student responses that can be used to guide school improvement. The Cultivate Survey will be administered at school during the school day and take approximately 20 minutes to complete. **Your child will complete only one survey during each administration window and will only answer questions about one core subject, such as math class or English class.**

Participation in this survey is voluntary. Your child may withdraw participation at any time and will not be penalized for doing so. Your child's grades and relationship with teachers will not be affected if your child chooses to opt-out of participating in the survey.

Please be aware that under the Protection of Pupil Rights Act. 20 U.S.C. Section 1232(c) (1)(A), you have the right to review a copy of the questions asked of your child. The survey will be administered [ENTER ADMINISTRATION DATES].

If you DO NOT want your child to participate in the Cultivate Survey, please fill out the information below and ask your child to return this form to their teacher.

Thank you very much for your cooperation.

School Name: _____ Room #: _____

I DO NOT want my child, _____ , to participate in the Cultivate Survey.

SIGNATURE OF PARENT OR GUARDIAN   DATE _____

UChicago Impact is a non-for-profit organization within the University of Chicago working to empower educators to use data and research to improve student outcomes.

Appendix B: Sample Student Login

UCHICAGOImpact
School Surveys

FAQ

Contact Us

Welcome!
To take the survey, click on the appropriate button below.

Let's get started!

Student Survey

Start here (English)

Empieza aquí (Español-Latinoamérica)

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UCHICAGOImpact
School Surveys

FAQ

Contact Us

Login
Please login to take the 2022-23 C4S Base Student Survey.

*Required fields

*Student ID:

*Birth date:
--- | --- | ---

Login

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

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Login

We're having a hard time finding you in our system. Please enter the information below to take the 2022-23 C4S Base Student Survey with a temporary login.

*Required fields

Student ID:

Enter your Student ID if you know it.

*Birth date:

*Gender:

○ Male
○ Female
○ Non-binary
☐ Additional category not listed
○ Prefer not to answer

*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]

← Go back to normal login

Appendix C: Sample Survey Page

How TRUE are the following about your Math class:	Not at all true	A little true	Somewhat true	Mostly true	Completely true
This teacher explains things in a different way if we're confused.	○	○	○	○	○
This teacher knows my strengths and weaknesses in this class.	○	○	○	○	○
This teacher notices if I have trouble learning something.	○	○	○	○	○
This teacher stays patient even when students don't understand things.	○	○	○	○	○
This class is set up so that all types of learners can succeed.	○	○	○	○	○

Previous   **Next**

There are 5 unanswered items on the page.

In this survey, you will be asked questions about your English class. English includes subjects like literature, reading, writing, and language arts (ELA).

*Required questions

*Please confirm that you take English by selecting English.
○ English

Previous   **Next**

There is 1 unanswered item on the page.

In this survey, you will be asked questions about your Math class. Math includes subjects like mathematics, algebra, pre-algebra, geometry, trigonometry, calculus, statistics, and quantitative reasoning.

*Required questions

*Please confirm that you take Math by selecting Math. If you DO NOT take Math, select English.
○ Math
○ English

Previous   **Next**

There is 1 unanswered item on the page.

In this survey, you will be asked questions about your Social Studies class. Social studies includes subjects like history, sociology, psychology, political science, geography, and economics.

*Required questions

*Please confirm that you take Social Studies by selecting Social Studies. If you DO NOT take Social Studies, select English.

○ Social Studies
○ English

Previous   **Next**

There is 1 unanswered item on the page.

In this survey, you will be asked questions about your Science class. Science includes subjects like biology, physics, chemistry, and earth science.

*Required questions

*Please confirm that you take Science by selecting Science. If you DO NOT take Science, select English.

○ Science
○ English

Previous   **Next**

There is 1 unanswered item on the page.

Appendix D: Sample Student Roster Page

UCHICAGOImpact
School Surveys

FAQ

Client List   Home   Contact Us   Logout Sample User

Rosters for Sample School

Address:
123 Main Street
Springfield IL 60000
County: Cook

[   ]   **SEARCH**

Click here for a CSV of this roster.

Select All   **Select None**   **Request Deletion...**   **Request Transfer...**

Students (7)

Select	ID	Given name	Family name	Grade	Gender	Birthday	Started	Submitted	IEP
☐	549820057	Sample	Student 4	9	Female	2003-06-30	Not started	Not submitted	
☑	549820054	Sample	Student 1	10	Male	2002-07-26	Not started	Not submitted	
☐	549820055	Sample	Student 2	11	Female	2001-10-29	Not started	Not submitted	
☑	549820060	Sample	Student 7	11	Female	2002-07-31	Not started	Not submitted	
☐	549820056	Sample	Student 3	12	Female	2001-07-25	Not started	Not submitted	1
☐	549820058	Sample	Student 5	12	Male	2000-12-10	Not started	Not submitted	
☐	549820059	Sample	Student 6	12	Male	2001-05-28	Not started	Not submitted	1

← Back to Roster Home

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