

Getting Started with The Student Experience® Survey A Guide for Teachers

Why The Student Experience® Survey?

While students' academic knowledge and skills are critical, research and experience suggest that how students experience the learning environment and how they think about the future also have a tremendous impact on students. By providing valuable, real-time feedback to teachers about how their students experience the classroom, The Student Experience® Survey can help teachers foster hope, engagement, and a sense of belonging within a well-managed classroom learning environment.

An Overview: What is my role? What steps do I need to take?

Administering and using The Student Experience Survey is easy! Teachers use the survey to gather feedback from their students. Survey coordinators and administrators can provide teachers with support and view summary results to help teachers respond to feedback.

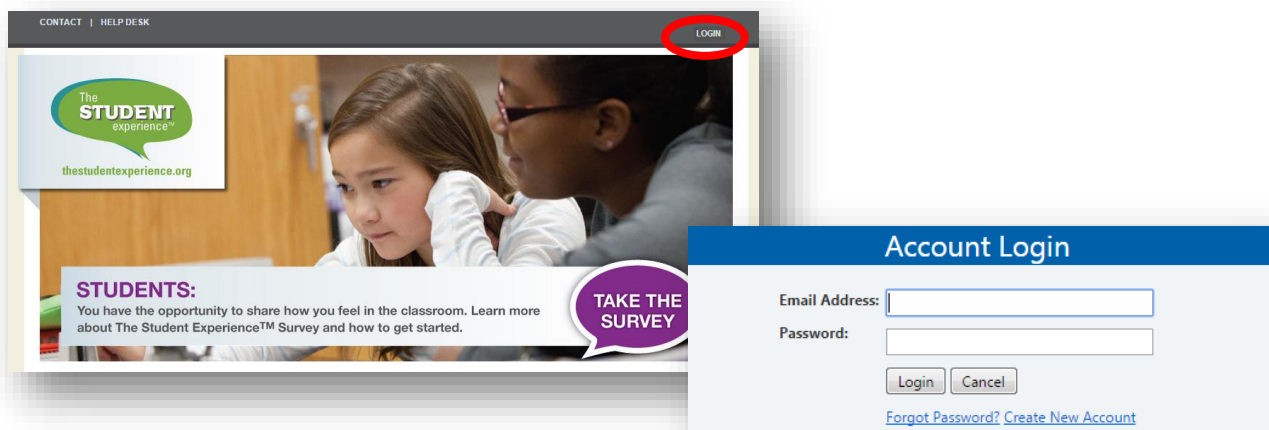
Teachers will:

1. Visit www.TheStudentExperience.org/prepare/teachers.html to learn about the survey, why it matters, and how it can support practices that impact student learning. Review available resources, including videos and survey administration guides.
2. Talk with other teachers, your principal, and survey coordinator about the school's plan for implementing the survey, including who is participating, when and where participants will take the survey, and how standardized administration protocols will be followed.
3. Establish a personal user account and login.
4. Set up surveys for your classes.
5. Administer surveys to students.
6. Access reports, review results, and respond to students' feedback.

Getting Started

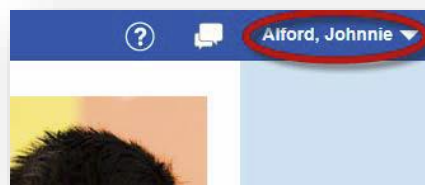
Establish Your Account

Visit www.TheStudentExperience.org and click "Login" in the top right corner of the page.



New Users: Select “Create New Account.” Then, enter your school email address and the access code provided by your principal or survey coordinator. You may also be asked to enter your name, a password, and in some cases, a personal identification number.

Current Users: If you already have an account (either because you’ve created surveys before or used other Battelle for Kids online solutions), enter your user name (school email address) and password, and click “Login.”



Once logged in, click on your name in the top right corner of the page, and select “Redeem Access Code.” Enter the access code provided by your principal or survey coordinator, and click “Add.”

Set Up, Administer, and View Surveys

Now that you’ve logged in and set up your account, you’re ready to begin using the survey. The first screen you will see is your dashboard. The dashboard provides you access to everything you’ll need to use The Student Experience Survey.



First time using the survey? Begin by clicking “Create a new student survey.” First you will set up a class, and then you can create a survey for students in that class to take.

- **Create a new student survey** – Set up a new class, then a new survey.
- **Teacher Survey List** – View, add, and edit classes and surveys. Once surveys have been created, access the survey web link for survey administration to students and view results.

Key Terms

Here are a few technical terms you need to be familiar with:

- **Access Code** – A code given to teachers and survey coordinators to establish a personal user account and associate it with the correct district and school.
- **Class** – A group of students to whom a survey will be administered.
- **Response** – A student response to a survey.
- **Survey** – A survey administration that may be time-bound. Note, multiple surveys, such as fall and spring surveys, can be set up for a single class.
- **Survey Code** – A code made available once a survey is set up, which can then be given to students to take a survey.

Questions?

Look for the “Help” button on each page for assistance. If you have any problems with your account or technical questions, ask your survey coordinator or contact Battelle for Kids at Support@BattelleforKids.org or call (866) 543-7555.