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Setting Up and Administering The Student ExperienceTM Survey

A Guide for Teachers



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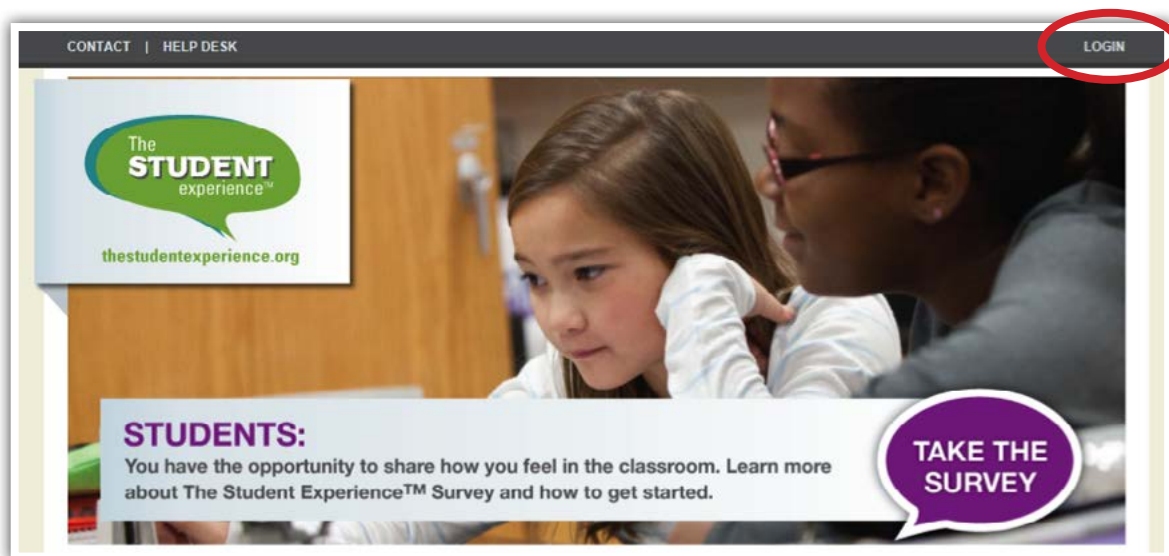
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Below are step-by-step instructions for teachers to follow in setting up and administering The Student Experience™ Survey.

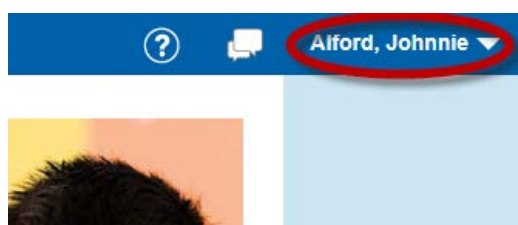
Creating Your Account

Visit www.thestudentexperience.org and click “Login” in the top right corner of the page.



New Users: Select your school district or state and follow the prompt. Then, click “Create Account.” Enter your email address, the access code provided by your principal or survey coordinator, and any other information requested.

Current Users: If you already have an account (either because you’ve created surveys before or have accessed the portal for other resources). Select your school district or state and follow the prompt. Then, enter your user name (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.”



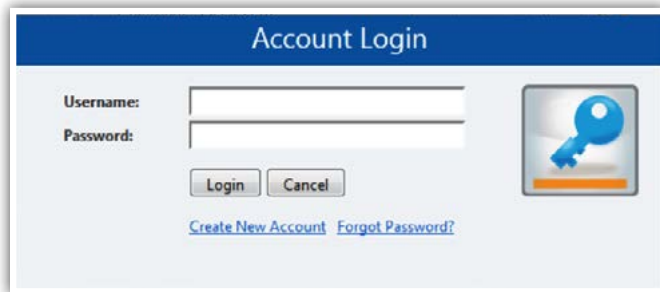
Type in the access code provided by your principal or district-level coordinator, and click “Add.”

Note: This page may pop up automatically for some users.

If you have any problems with your account, ask your survey coordinator or contact Battelle for Kids at TheStudentExperience@BattelleforKids.org or call (866) 543-7555.

Survey Set Up

To begin set up of The Student Experience™ Survey, teachers must first login to the survey portal at www.thestudentexperience.org.



The image shows a web form titled "Account Login". It has two input fields: "Username:" and "Password:". Below the password field are two buttons: "Login" and "Cancel". At the bottom, there are two links: "Create New Account" and "Forgot Password?". To the right of the input fields is a blue key icon.

After entering your username and password, you will be directed to a page with links to “Create a New Student Survey” and “Teacher Survey List.”



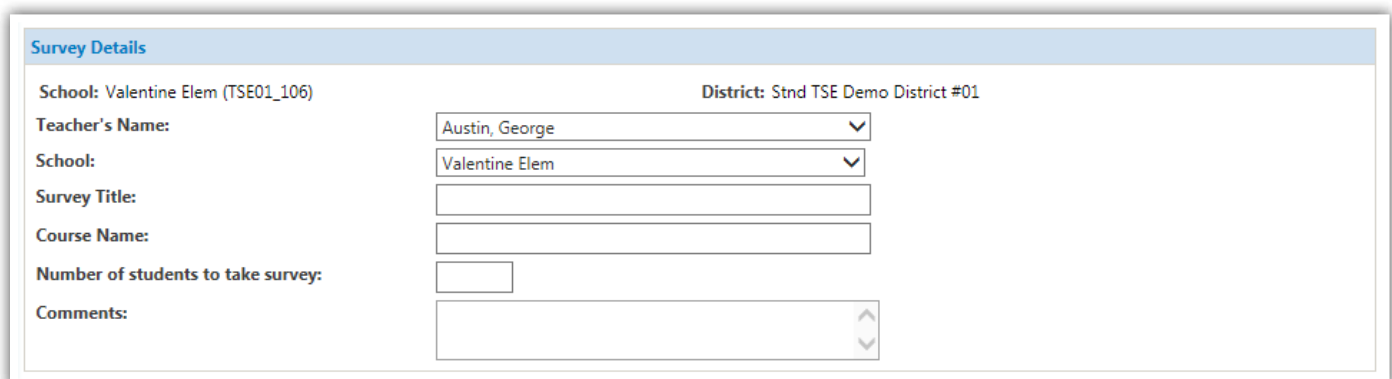
The image shows a web page with a logo on the left that says "The STUDENT EXPERIENCE SURVEY". To the right of the logo are two links: "→ Create a new student survey" and "→ Teacher Survey List".

Create a New Student Survey

To create a new survey, click on “Create a New Student Survey.” This will direct you to the Survey Setup screen. Choose your name and school from the drop-down menus.

All other information on the page must be entered based on survey needs as well as guidelines established by the building or district, including:

- **Survey Title:** Choose a name that is easily identifiable for each survey (e.g., 1st Period Math, 5th Period U.S. History). The name may include class period number, course name, or other naming guidelines established by your district or school survey coordinator.
- **Number of Students to Take the Survey:** Enter the estimated number of students who will be taking the survey per class period administration. Each participating classroom will be assigned a unique access code that will also be used to report survey results. It is not necessary to enter an exact number of students. Provide your best estimate based on class rosters.



The image shows a web form titled "Survey Details". It has several fields: "School:" with the value "Valentine Elem (TSE01_106)", "District:" with the value "Stnd TSE Demo District #01", "Teacher's Name:" with a dropdown menu showing "Austin, George", "School:" with a dropdown menu showing "Valentine Elem", "Survey Title:" with an empty text box, "Course Name:" with an empty text box, "Number of students to take survey:" with an empty text box, and "Comments:" with a text area.

- **Start and End Date:** Teachers may keep the survey administration window open for any length of time. However, in order to prevent students from taking the survey at home or during another class period — which can impact survey reliability — it is strongly recommended that educators limit the survey administration window to the date and time period of the class being surveyed.

Schedule

Time

Start: ☐ All Day
End:

Days of the Week

☐ Sunday ☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday ☐ Saturday

Date Range

Start: End:

- **Grade/Subjects:** Please check all grades and subjects that are applicable to the survey you create. For example, if you have a 1st Period Math 101 class with 7th and 8th graders, you would check “Math” for Subject Name and 7th and 8th grade for Grade Name. If you have questions, contact your school or district survey coordinator.

Grades/Subjects

Check all applicable subjects/courses:

Subject Name	Include
English/ELA	<input type="checkbox"/>
Math	<input type="checkbox"/>
Science	<input type="checkbox"/>
Social Studies	<input type="checkbox"/>
Other	<input type="checkbox"/>

Check all applicable grades:

Grade Name	Include
3	<input type="checkbox"/>
4	<input type="checkbox"/>
5	<input type="checkbox"/>
6	<input type="checkbox"/>
7	<input type="checkbox"/>
8	<input type="checkbox"/>
9	<input type="checkbox"/>
10	<input type="checkbox"/>
11	<input type="checkbox"/>
12	<input type="checkbox"/>

Once you have completed the survey setup process, click “Save” at the bottom of the page. You will then be directed to your Teacher Survey List. The list will display the name, subjects/courses, start and end dates, and other information for the survey you just created.

If you need to create another survey for a different class, click “Create New Survey.” This will take you back to the Survey Setup screen.

Teacher Survey List

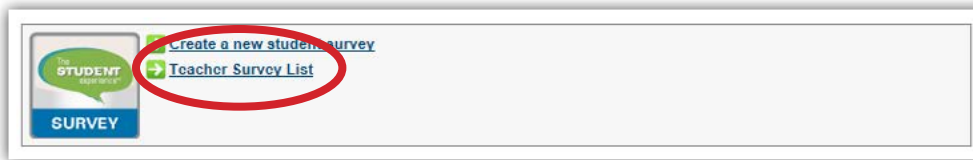
District: Std TSE Demo District #01
[View Advanced Reporting](#)
[Create New Survey](#)

Teacher: Austin, George
[Archived Surveys](#)

Survey Name	School	Subjects / Courses	Start	End	Responses	Survey Link	Report	Action
Math Period 4 - Math 101	Valentine Elem	Math	10/10/2013	12/31/2013	0 of 250	View	View	Delete
Math Period 5 - Math 102	Valentine Elem	Math	9/10/2013	9/24/2013	11 of 11	View	View	Delete Archive

Teacher Survey List

Teachers can also view all active surveys for their classrooms, class periods, or grades by clicking “Teacher Survey List.”



From the Teacher Survey List, you can update information (e.g., start and end date) on active surveys by clicking on the Survey Name, as well as monitor survey progress and create new surveys.

Teacher Survey List

District: Stnd TSE Demo District #01

[View Advanced Reporting](#)

[Create New Survey](#)

Teacher: Austin, George

[Archived Surveys](#)

Survey Name	School	Subjects / Courses	Start	End	Responses	Survey Link	Report	Action
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Math Period 5 - Math 102	Valentine Elem	Math	9/10/2013	9/24/2013	11 of 11	View	View	Delete Archive

Administering the Survey to Students

Students can access The Student Experience Survey in three ways, including:

1. Copy and paste a URL into their Web browser.
2. Go to www.thestudentexperience.org, click “Take the Survey,” and enter an access code.
3. Scan a QR Code with a tablet or handheld device.

Click “View” under Survey Link on your Teacher Survey List to find this information.

Teacher Survey List

District: Stnd TSE Demo District #01

[View Advanced Reporting](#)

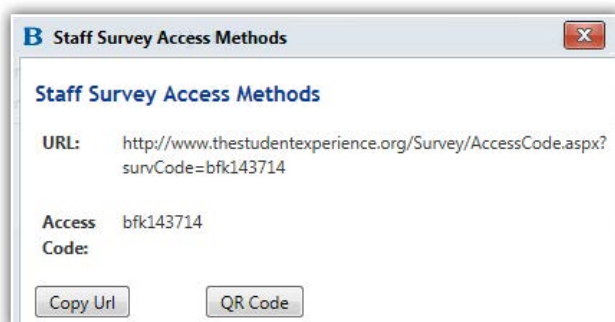
[Create New Survey](#)

Teacher: Austin, George

[Archived Surveys](#)

Survey Name	School	Subjects / Courses	Start	End	Responses	Survey Link	Report	Action
Math Period 4 - Math 101	Valentine Elem	Math	10/10/2013	12/31/2013	0 of 250	View	View	Delete
Math Period 5 - Math 102	Valentine Elem	Math	9/10/2013	9/24/2013	11 of 250	View	View	Delete Archive

A pop-up window will appear with the survey access code and URL, as well as a button to generate the QR Code.



Teachers are asked to play a video tutorial and read the survey administration script to each group of students before they take the survey. Links to both resources can be found in Step 4 on the Prepare page for teachers at www.thestudentexperience.org/prepare/teachers.html.



Questions?

Please contact your building or district survey coordinator with any questions about the set up process for The Student Experience Survey.

If you are having technical difficulties, contact Battelle for Kids at TheStudentExperience@BattelleforKids.org or call (866) 543-7555.