

Survey Coordinator Toolkit

Administering Surveys with Panorama Education

What are we surveying students?

SAMPLE SURVEYS

SEL Survey:

- Self-Management
- Social Awareness
- Growth Mindset
- Emotion Regulation
- Teacher Student Relationships
- Sense of Belonging
- Cultural Awareness and Action (6-12)

Climate Survey:

- Diversity and Inclusion (6-12)
- Academic Needs
- Engagement
- Rigorous Expectations
- School Climate
- School Resources Officer (6-12)
- School Safety
- Student Relationships

Click below to see
sample surveys:

[3-5 SEL](#)

[6-12 SEL](#)

[3-5 Climate](#)

[6-12 Climate](#)

How will students take the survey?

Students will take the survey during class. Please plan to allocate one class period to this effort.

TAKING THE SURVEY

- ❑ Students will go to:
surveys.panoramaed.com/everett
- ❑ Students will enter their **student ID number** as their access code. Students will then see a list of the survey(s) they need to take.
- ❑ Students will hit the blue “Submit” button to enter their survey. If they do not hit this, their responses will not be saved

What are we surveying staff?

Everett will be asking staff to reflect on their experiences in the following topics

Staff Survey Topics

- Student Needs
- Staff-Leadership Relationships
- Staff Professional Needs
- Communication
- Belonging
- Cultural Awareness and Action
- Feedback and Coaching
- Professional Learning
- School Climate
- School Leadership
- School Public Health Measures
- School Resource Officer
- Background Questions

SURVEY TOPICS

*Click Below to see
Demo Surveys:*

[Classified Staff](#)
[Certificated Staff](#)

Additional Topics for Certificated Staff

- Educating All Students
- Faculty Growth Mindset
- Teaching Efficacy
- Student Engagement

How will staff take the survey?

TAKING THE SURVEY

- ❑ Staff will go to one of two links:
 - ❑ Classified Staff: <https://surveys.panoramaed.com/everett/classified23>
 - ❑ Certificated Staff:
<https://surveys.panoramaed.com/everett/certificated23>
- ❑ Staff will complete a district survey using this link:
 - ❑ <https://surveys.panoramaed.com/everett/district23>
- ❑ Staff will select their school from the drop down list.
- ❑ Staff will hit the blue “Submit” button to enter their survey. If they do not hit this, their responses will not be saved

What are we surveying families?

Everett will be asking families to reflect on their experiences in the following topics

SURVEY TOPICS

Family Survey Topics

- Student Needs
- Family/School Communication
- Barriers to Engagement
- Family Engagement
- School Climate
- School Fit
- School Resource Officer
- School Safety
- Background Questions

*Click Below to see
Demo Surveys:*

Families

How will families take the survey?

TAKING THE SURVEY

- ❑ Families will go to: <https://surveys.panoramaed.com/everett/family23>
- ❑ Families will select their child's school from the drop down list. They may also select other languages from the drop down.
- ❑ Families will hit the blue "Submit" button to enter their survey. If they do not hit this, their responses will not be saved
- ❑ If a family has students attending more than one school within the district, they may go back to the same link to take the survey about a different school

Student Survey Log In

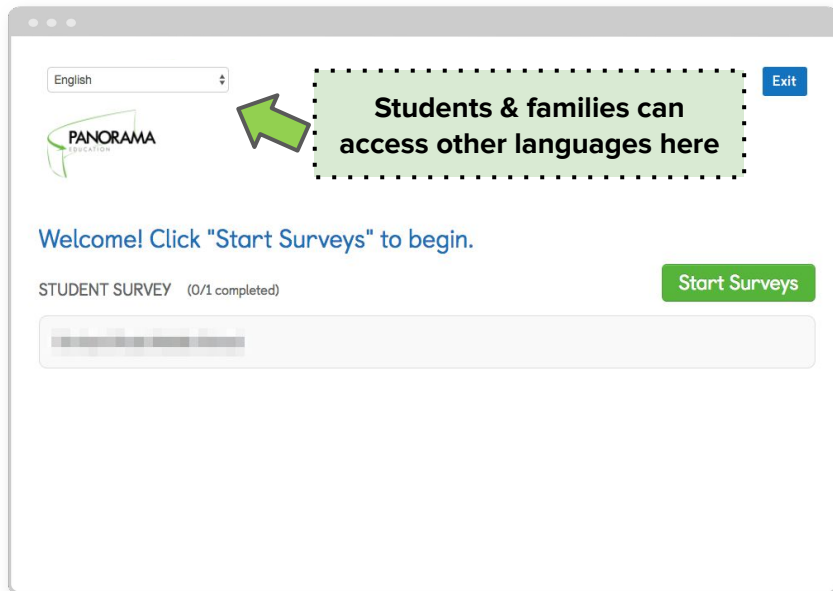


surveys.panoramaed.com/everett



Welcome! Enter your access code here:

Survey Taking Experience



English

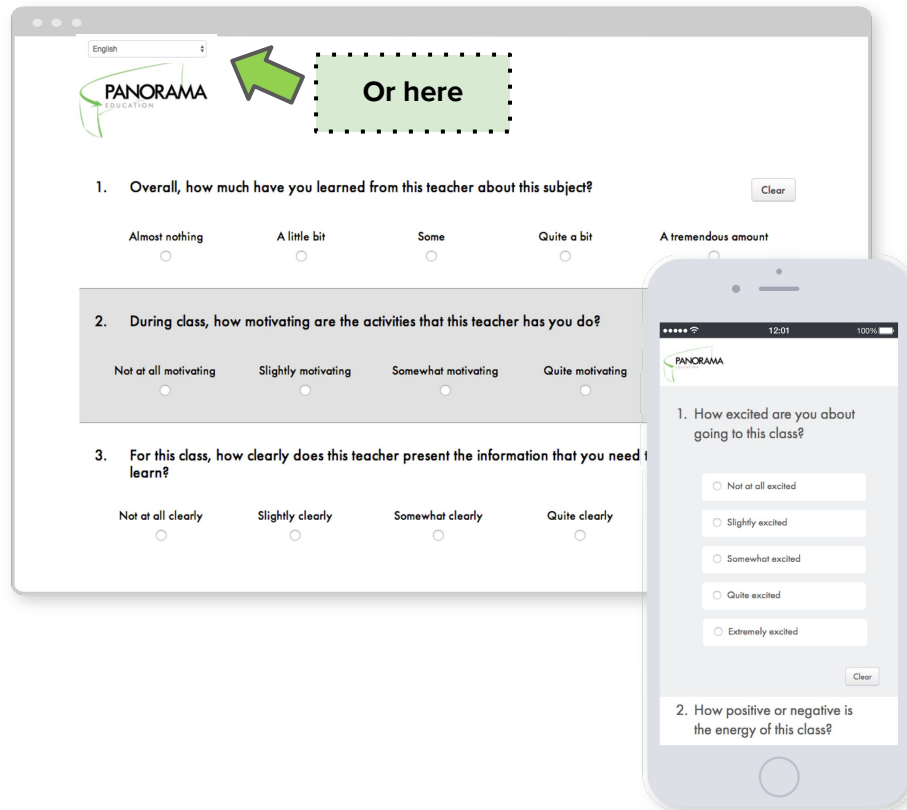
Students & families can access other languages here

Exit

Welcome! Click "Start Surveys" to begin.

STUDENT SURVEY (0/1 completed)

Start Surveys



English

Or here

1. Overall, how much have you learned from this teacher about this subject?

Almost nothing A little bit Some Quite a bit A tremendous amount

2. During class, how motivating are the activities that this teacher has you do?

Not at all motivating Slightly motivating Somewhat motivating Quite motivating

3. For this class, how clearly does this teacher present the information that you need to learn?

Not at all clearly Slightly clearly Somewhat clearly Quite clearly

Clear

1. How excited are you about going to this class?

Not at all excited
Slightly excited
Somewhat excited
Quite excited
Extremely excited

2. How positive or negative is the energy of this class?

Clear

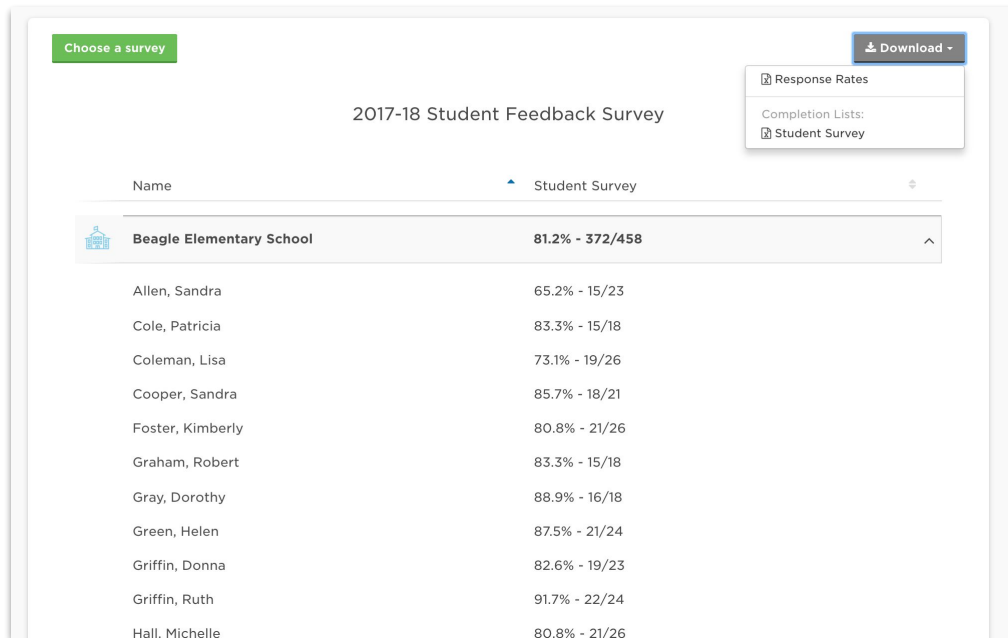
How do I track response rates?

Below are brief descriptions of how to track student response rates. You can log in to access the response rates at secure.panoramaed.com/everett

Go to
secure.panoramaed.com/everett

Use the **Response Rates Dashboard** to track how many students have completed the survey online.

Download Completion Lists to see who has/hasn't submitted a survey, and encourage specific students to participate!

A screenshot of the "2017-18 Student Feedback Survey" dashboard. At the top left is a green button labeled "Choose a survey". At the top right is a blue button labeled "Download -". Below the "Download -" button is a dropdown menu with three options: "Response Rates" (selected), "Completion Lists:", and "Student Survey". The main title of the dashboard is "2017-18 Student Feedback Survey". Below the title is a table with two columns: "Name" and "Student Survey". The table has a header row for "Beagle Elementary School" with a response rate of "81.2% - 372/458". Below this header are ten rows of individual student names and their response rates, such as "Allen, Sandra" with "65.2% - 15/23" and "Hall, Michelle" with "80.8% - 21/26".

Name	Student Survey
Beagle Elementary School	81.2% - 372/458
Allen, Sandra	65.2% - 15/23
Cole, Patricia	83.3% - 15/18
Coleman, Lisa	73.1% - 19/26
Cooper, Sandra	85.7% - 18/21
Foster, Kimberly	80.8% - 21/26
Graham, Robert	83.3% - 15/18
Gray, Dorothy	88.9% - 16/18
Green, Helen	87.5% - 21/24
Griffin, Donna	82.6% - 19/23
Griffin, Ruth	91.7% - 22/24
Hall, Michelle	80.8% - 21/26

How do I Access Completion Lists? (for student surveys)

Step 1: Log in to Panorama

Step 2: Click on “Response Rates”

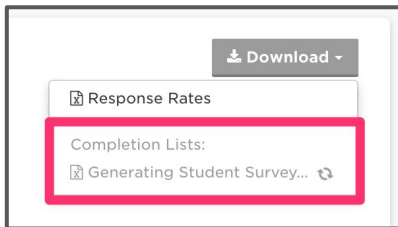
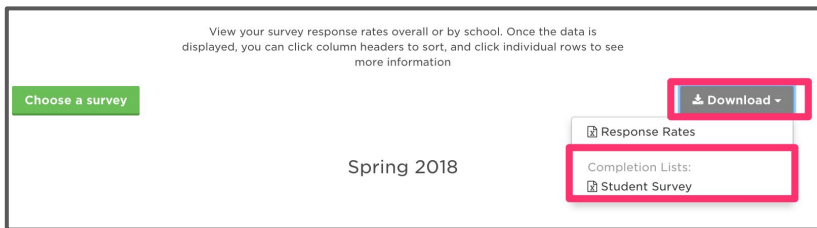
Step 3: Click “Download” button

Step 4: Select which completion list to download (for example, Student Culture/Climate Survey)

Step 5: Wait for file to download (may take a minute or so!)

Step 6: Open file from downloads folder

Step 7: Filter Column “Survey Completed” for ‘FALSE’



School Name	Course Section	Student First Name	Student Last Name	Student Grade Level	Student ID	Access Code	Survey Completed?
Beagle Elementary Schoc	Elizabeth Wright - Scienc	Donna	Cook	4	10376046	4305508597	FALSE
Beagle Elementary Schoc	Ruth Griffin - Social Studi	Maria	Moore	4	10381677	2740472031	FALSE
Beagle Elementary Schoc	Dorothy Jenkins - Social	Richard	Simmons	3	10370353	3361962046	TRUE
Beagle Elementary Schoc	Kimberly Foster - Social	Sharon	Torres	3	10386030	6264646723	FALSE
Beagle Elementary Schoc	Patricia Cole - English	Margaret	White	3	10380888	5469060509	FALSE
Beagle Elementary Schoc	Sandra Cooper - Science	Mary	Thomas	3	10370152	46787	FALSE
Beagle Elementary Schoc	Dorothy Jenkins - Social	William	Moore	3	10368020	55917	FALSE
Beagle Elementary Schoc	Dorothy Jenkins - Social	Sharon	Ross	3	10374449	6029887043	TRUE
Beagle Elementary Schoc	Sandra Allen - Science	Sarah	Ellis	3	10374016	7117548228	TRUE
Beagle Elementary Schoc	Dorothy Jenkins - Social	Margaret	Ellis	3	10379405	7653722648	TRUE
Beagle Elementary Schoc	Patricia Cole - English	Linda	Reed	4	10376486	6740151226	FALSE
Beagle Elementary Schoc	Kimberly Foster - Social	Sharon	Young	4	10382428	5247139849	FALSE
Beagle Elementary Schoc	Lisa Coleman - Social Stu	Robert	Campbell	3	10369057	5357180498	FALSE
Beagle Elementary Schoc	Lisa Coleman - Social Stu	Sandra	Woods	4	10381446	7449307286	FALSE
Beagle Elementary Schoc	Sandra Cooper - Science	Michelle	Green	4	10372013	5909388694	FALSE

Frequently Asked Questions

- **What devices can surveys be taken on?**

Panorama surveys can be taken on any device with an internet browser, including laptops, Chromebooks, tablets, iPads, and smartphones.

- **What accommodations should we give students to take this survey?**

We recommend giving students the same accommodations they would have in the classroom. At a minimum, teachers should provide the same accommodations for students with disabilities or English Language Learners that they are eligible for when taking state or district assessments.

What if I have future questions?



Don't hesitate to reach out with any questions or concerns!

Panorama Support Desk Email:

support+everett@panoramaed.com