

Student Surveys

Proctor Guide & Script (Classroom Learning)

Thank you for helping to administer these surveys! The goal of these instructions is to answer any questions you may have and to give you the instructions you need to help students complete their surveys successfully.

You can help your school gain high-quality data by setting a positive tone with students. Please take care to create an environment that makes students feel safe while they complete the survey. We encourage you to give your students space while they are working. You can help students if there are words or questions that they don't understand.

Proctor Instructions

- Seat students so they have enough space between them to feel confident that other students won't see their responses.
- Write the access code information on the board, which is their **Student ID** number.
- Make sure students have a device that has internet access (Chromebook, tablet, computer, smartphone, etc.).
- Read the Proctor Script (Language Guide) to help students access their survey.

Frequently Asked Questions

What accommodations should we give students to take this survey?

We recommend giving students the same accommodations they would have in the classroom and/or for any standardized testing. At a minimum, teachers should provide the same accommodations for students with IEPs or English Language Learners that they are eligible for when taking state or district assessments. For example, if a student needs to have questions read aloud, then those same accommodations should be available for Panorama surveys so that all student voices are included.

What if a student can't access his or her survey?

Double check to confirm that the access code they enter matches their student ID or the access code provided for that student. **Students new to the district may not have a survey. If the student has been enrolled for longer than two weeks and they still cannot access the survey,** email the support team, support+client@panoramaed.com, with the student's name, the name of the school, the student's grade, and the access code that they attempted to use.

If a student enters his or her access code, and the browser freezes or crashes before the student can submit the survey, what should I do?

Please help the student close and re-open the web browser and access the survey website again. The survey is not recorded until "Submit" is pressed.

If a student accidentally submits the survey before they are finished, what should I do?

Please contact the support team at support+CLIENT@panoramaed.com with the student's name and the access code that the student used to submit a partial survey. The team will be able to reset the responses so the student can re-do the survey in its entirety.

Guion para supervisores Proctor Script (Language Guide)

Hoy te pedimos que reflexiones sobre ti y sobre tu escuela. Para hacerlo, te pediremos que completes dos encuestas. Escucha con atención mientras te doy algunas instrucciones importantes.

*Today, you are being asked to reflect on yourself and your school. To do this, you will be asked to answer **two surveys today**. Please listen carefully while I give you some important directions.*

La primera tendrá tu nombre arriba. La información obtenida en esta encuesta no va a ser parte de tus calificaciones ni se verá reflejada en tu boletín de calificaciones de ningún modo. En lugar de eso, tanto tu como los maestros y los líderes de la escuela podrán usar esta información para apoyarte mejor. Por favor, responde lo que realmente piensas.

The first will have your name at the top. The information collected in this survey will not be part of your grade or reflected on your report card in any way. Instead, you, your teachers, and school leaders will use the information to understand how they can best support you in all aspects of school. So, please answer honestly.

La próxima encuesta que tiene el nombre de tu escuela en la parte superior es completamente confidencial. Nadie de la escuela podrá ver las respuestas individuales. La información de esta encuesta se va a utilizar para ayudar a la escuela a mejorar su ambiente.

The next survey that has your school's name at the top is completely confidential. No one in the school will be able to see individual responses. The information from this survey is meant to help the school improve its environment.

Levanta la mano si tienes alguna pregunta o necesitas ayuda. Como vas a compartir lo que piensas y no hay respuestas correctas o incorrectas, yo no puedo darte respuestas a ninguna pregunta. Sin embargo, puedo ayudarte con las palabras o instrucciones que no comprendas. **¿Tienen alguna pregunta?**

*Please raise your hand if you need any help, or if you have any questions. Because you are sharing your own thoughts and there are no right or wrong answers, I cannot provide you with responses to the questions. However, I can help you with any words or directions you don't understand. **Are there any questions?***

Para acceder a la encuesta, abra su navegador web ahora. Vaya a la página de inicio de nuestra escuela y haga clic en la pestaña de estudiantes. Busque los "Quicklinks", que se encuentran en el lado derecho de la pantalla. Levante la mano si su página no carga o si no puedes encontrar la sección "Quicklinks".

To access the survey, please open your web browser now. Go to our school's homepage and click on the students tab. Look for the Quicklinks, which is located on the right-hand side of your screen. Raise your hand if your page does not load or if you cannot find the Quicklinks section.

Verás una casilla en la página que pide que ingreses un código de acceso.

Escribe tu **ID de estudiante (tu código de acceso)** en la casilla y haz clic en «Ingresar». Una vez que hayas ingresado tu código de acceso, verás dos botones verdes a la derecha de la pantalla que dicen «Inicio» [Si prefieres



Welcome! Click "Start Surveys" to begin.

tomar la encuesta en español, o cualquiera de los otros idiomas disponibles, puedes elegir esa opción en la casilla de la esquina superior izquierda de la página].

*You will see a box on the page that asks you to enter an access code. Type your **student ID** into the box and click "Submit." Once you have submitted your access code, you will see two green buttons on the right side of the screen labeled "Start Surveys" (If you prefer to take the survey in Spanish (or any other available languages), you may select that option in the box in the top left of the page within the dropdown list).*

Responda las siguientes preguntas de acuerdo con cómo tu asistes a la escuela en este momento, ya sea en línea, en persona o una combinación de ambos. Si hay alguna pregunta que no tiene sentido sobre cómo asistes a la escuela, puedes omitirla.

Please answer the following questions according to how you are attending school right now, whether it be online, in-person, or a mix of both. If there is a question that does not make sense for how you are attending school, you can skip it.

Después de responder todas las preguntas, haz clic en el botón azul al final de la pantalla, donde dice «Enviar». Luego **completa la segunda encuesta** sobre tu escuela. Haz clic en el botón «Comenzar la encuesta» junto a tu nombre y responde esa encuesta.

After answering all of the questions, click the blue button at the bottom of the screen that says, "Submit." Then, please complete the next survey about your school. You can click "Start Survey" and begin.

Cuando veas una pantalla final que dice «Gracias», significa que terminaste. Una vez que hayas completado los dos encuestas, puedes leer o trabajar en silencio hasta que todos tus compañeros hayan terminado.

*When you see a final "Thank you" screen, it means you are done. Once you have completed **both** surveys, you may read or work silently until all of your classmates have finished.*