Stafford Survey Coordinator Toolkit

Administering Surveys with Panorama Education

What are we surveying students 3-12?

SAMPLE SURVEYS

Student Surveys- Grades 3-12

- **Student Competencies:** Emotion Regulation, Self Efficacy, Self Management, Social Awareness, Supportive Relationships
  - 3-5 Sample | 6-12 Sample
- **Student Supports:** Teacher Student Relationships, Sense of Belonging
  - 3-5 Sample | 6-12 Sample

What are we surveying teachers & families PK-2?

SAMPLE SURVEYS

Teacher Surveys- Homeroom Teachers PK-2

- **Student Competencies:** Emotion Regulation, Self Efficacy, Self Management, Social Awareness
  - Sample

Family Surveys- Families PK-2 (Fall 2021)

- **Student Needs:** Academics, Behavior, Peer Relationships, Physical Health, Social Emotional Well Being, School Adult Relationships
  - Sample

How will 3-12 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/staffordcounty
- ❏ Students will enter their access code. Their access code is **their student ID.** 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

How will PK-2 Homeroom Teachers take the survey?

TAKING THE SURVEY

- ❏ PK-2 Homeroom teachers will receive an email from Panorama Education with a link to their surveys.
- ❏ They will click the link, and should then see all students in their class. Each survey should take them 1-2 minutes.
- ❏ Teachers do not have to answer all surveys in one sitting. They will need to click submit about each student to save that student's results. If they do not click submit, their responses will not be saved.

How will Families PK-2 take the survey? Fall 2021

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

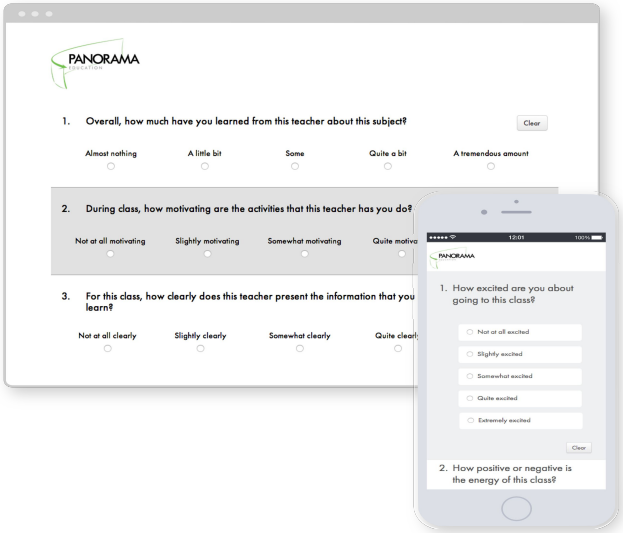
TAKING THE SURVEY

- ❏ During the beginning of year teacher/family check in, teachers will guide families through the following process:
  - ❏ Families will go to: surveys.panoramaed.com/staffordcounty
  - ❏ Families will enter **their student's ID.** They should then see their child's name.
  - ❏ Families will hit the blue "Submit" button to enter their survey. If they do not hit this, their responses will not be saved

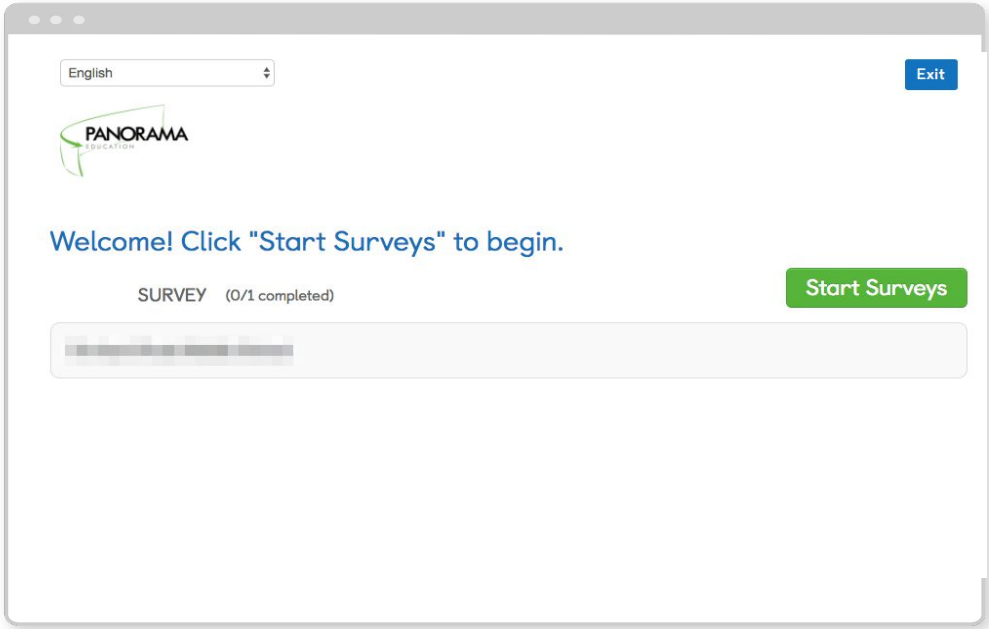
Teacher Survey Experience

Online

Any internet-connected device



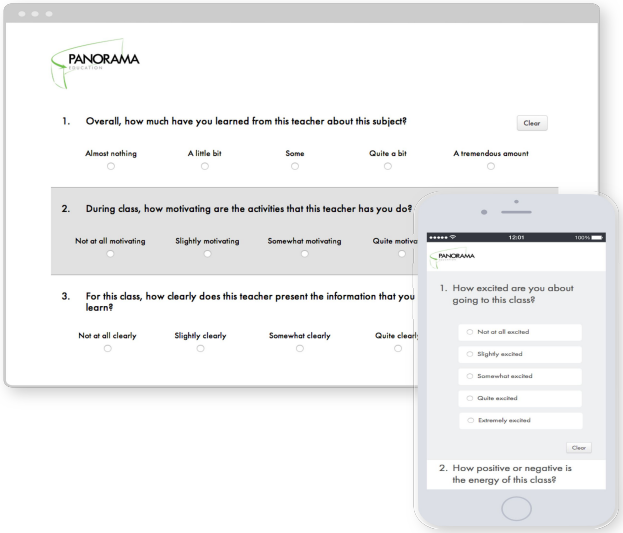
Teachers will click the survey link in their email, and then will see a page like this with all of their students' names.



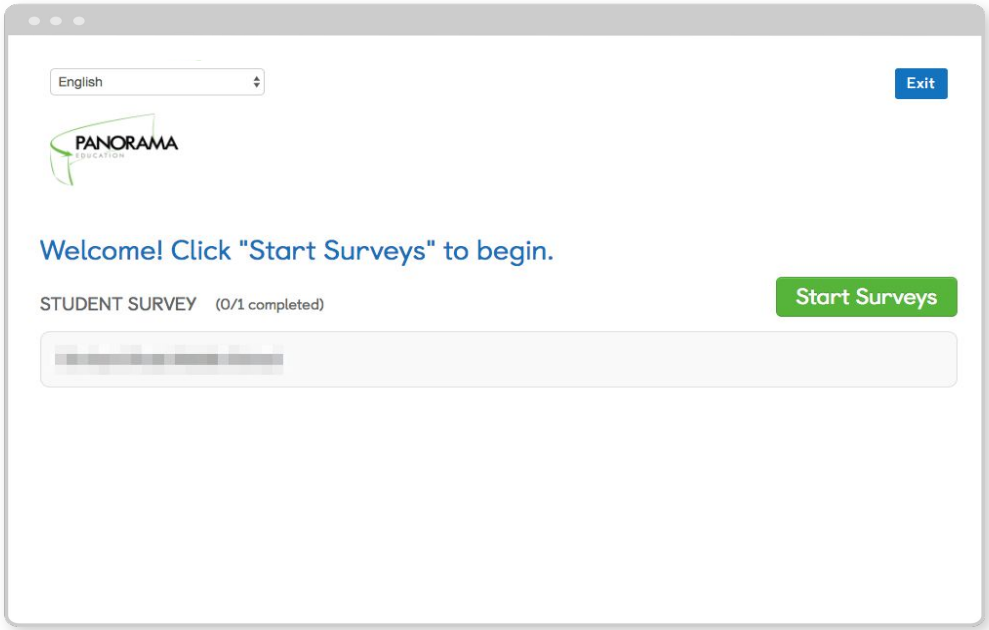
Student/PK Parent Survey Experience

Online

Any internet-connected device



Go to: **surveys.panoramaed.com/staffordcounty**



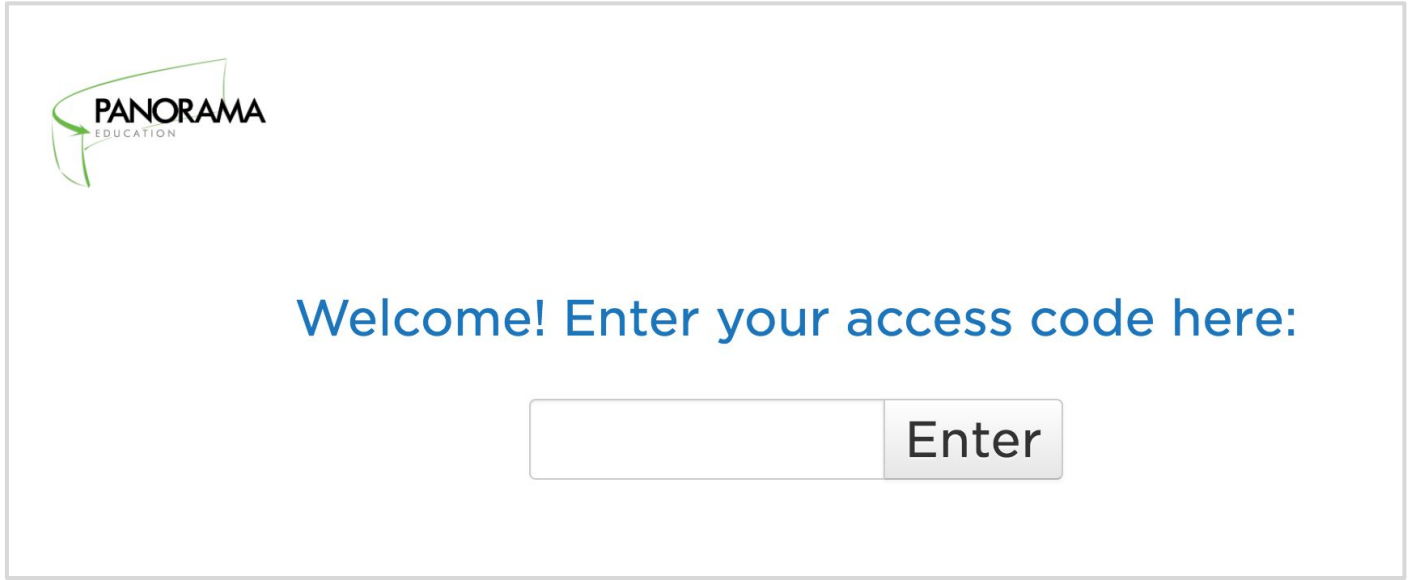
***Note: no need to add in "www." for this survey webpage.**

Student/PK Parent Survey Experience

Enter Access Code

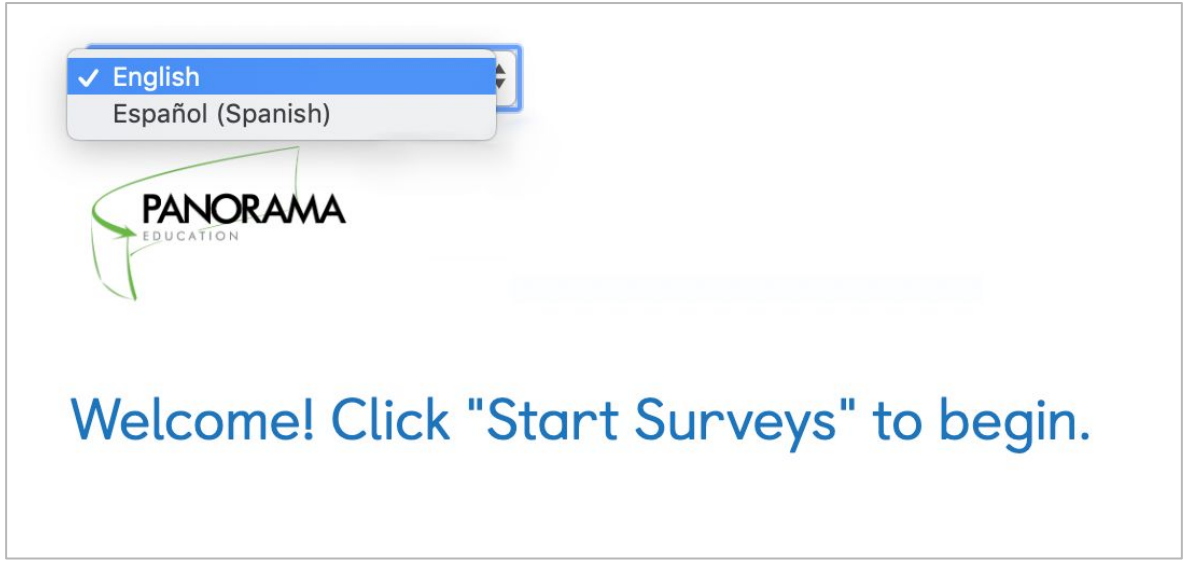
Students will enter their Student ID as the access code

Note: all access codes are case-sensitive



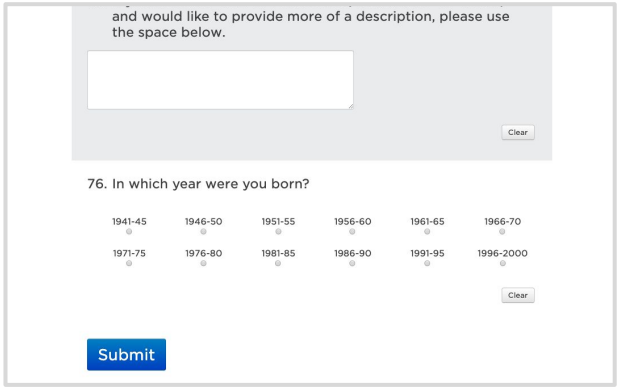
Student/PK Parent Survey Experience

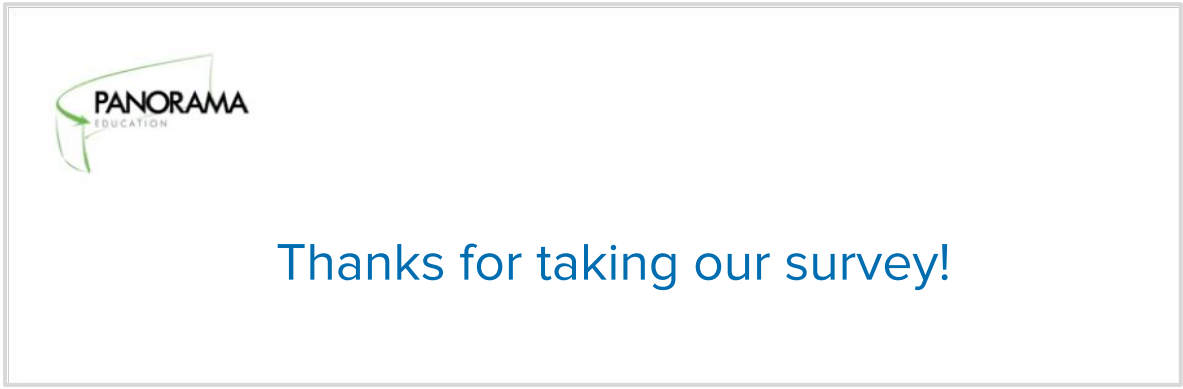
Students can select their preferred language from a drop-down menu



Survey Experience

- After all questions are answered, students/teachers need to make sure to hit the Submit button.
- Students/Teachers must complete each survey in a single sitting. Surveys do not auto-save if some of the questions are answered. One survey could be taken one day, and the second another day.
- Once the submit button is clicked, students/teachers will see a thank you screen to confirm their completion.





What is my role?

Below are best practices to make sure your school has a high number of responses.

BEST PRACTICES

- ❏ **Schedule time** to prepare staff. Consider using existing meetings to save time.
- ❏ **Block off time for students and teachers to complete their surveys** - including a make up window!
- ❏ Consider incentives appropriate for your schools/communities to encourage high participation
- ❏ **Track participation** regularly and follow up to encourage 100% survey completion

How do I help students understand the survey?

The resources below provide detailed information about ***how to support students understanding the survey.*** *Here is a comprehensive resource as well.*

RESOURCES

- ➔ Video Resource on Understanding Survey Question
- ➔ Mini Vocabulary Lesson
  - English
  - English & Spanish

How do I support students taking the survey?

*The resources below provide detailed information about how **to support students taking the survey.** Here is a comprehensive resource as well.*

RESOURCES

➔ Detailed Proctor Guide for Student Surveys
(best for synchronous surveys live with a teacher)
- English (in person)
- English (distance learning)
- Spanish

➔ Brief Videos outlining Student Survey Taking in English and Spanish
(best for asynchronous surveys as independent assignments, make sure students know survey url and their student ID)
English Video Direct Link
Spanish Video Direct Link

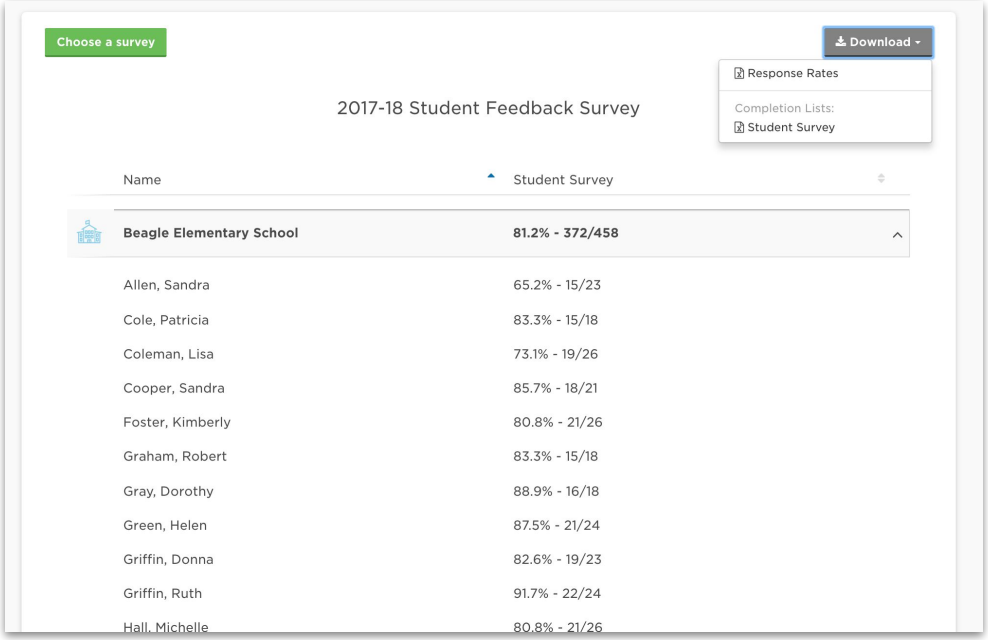
How do I track response rates?

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

Go to secure.panoramaed.com/staffordcounty

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

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



How do I Access Completion Lists?

Step 1: Log in to Panorama

Step 2: Click on “Response Rates”

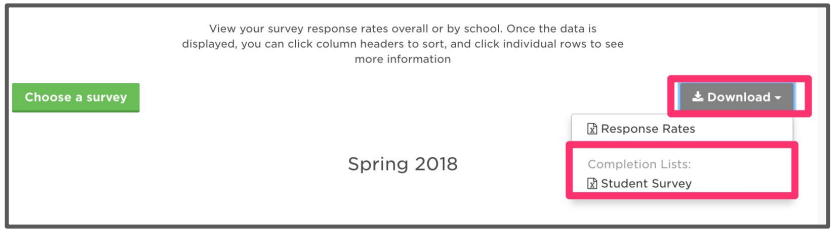
Step 3: Click “Download” button

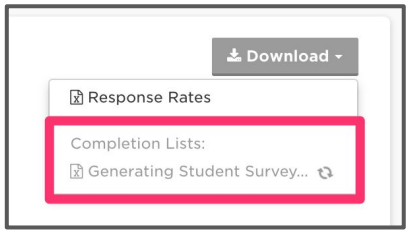
Step 4: Select which completion list to download (for example, Student Culture/Climate Survey)

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’

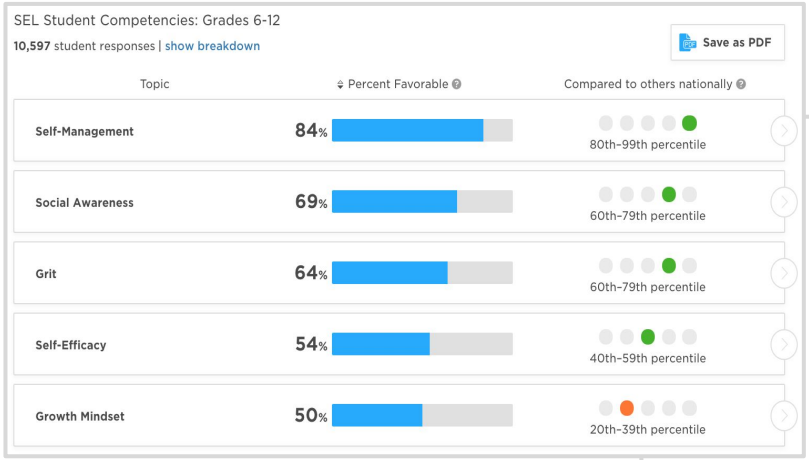




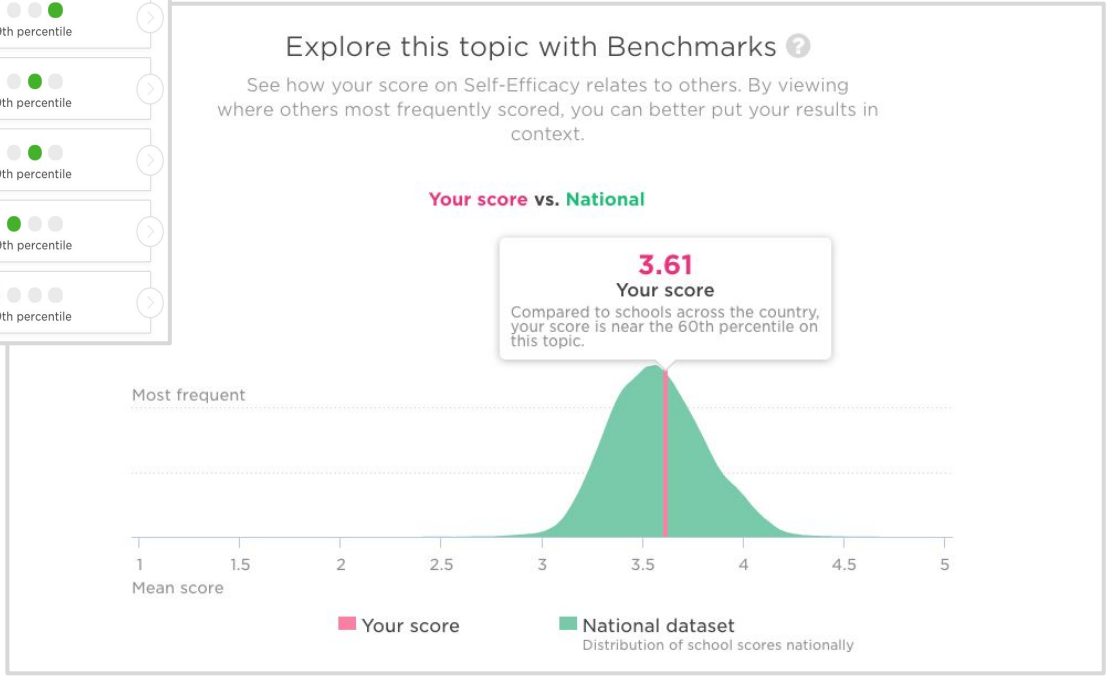
School Name	Course Section	Student First Name	Student Last Name	Student Grade Level	Student ID	Access Code	Survey Completed?
Beagle Elementary Schoc	Elizabeth Wright - Scienc	Donna	Cook	4	10376046	4305508597	FALSE
Beagle Elementary Schoc	Ruth Griffin - Social Studi	Maria	Moore	4	10381677	2740472031	FALSE
Beagle Elementary Schoc	Dorothy Jenkins - Social S	Richard	Simmons	3	10370353	3361962046	TRUE
Beagle Elementary Schoc	Kimberly Foster - Social S	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	4678[illegible]	FALSE
Beagle Elementary Schoc	Dorothy Jenkins - Social S	William	Moore	3	10368020	5551[illegible]	FALSE
Beagle Elementary Schoc	Dorothy Jenkins - Social S	Sharon	Ross	3	10374449	6029887043	TRUE
Beagle Elementary Schoc	Sandra Allen - Science	Sarah	[illegible]	3	10374016	7117548228	TRUE
Beagle Elementary Schoc	Dorothy Jenkins - Social S	Margaret	Ellis	3	10379405	7653722648	TRUE
Beagle Elementary Schoc	Patricia Cole - English	Linda	Reed	4	10376486	6740151226	FALSE
Beagle Elementary Schoc	Kimberly Foster - Social S	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

How will we view the survey results?

Compare Results to National Benchmarks



Panorama Reports enable you to understand how your results fall in comparison to national benchmarks

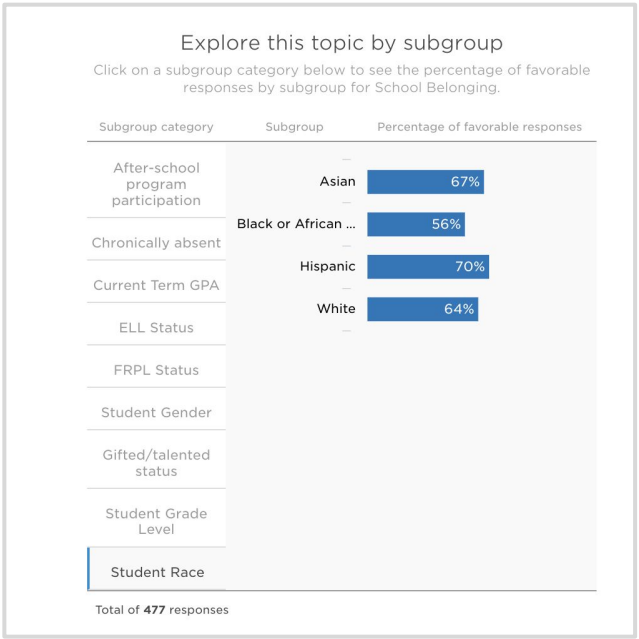


Understand Survey Results by Groups

2018-2019 Student Survey
Student Survey, Grades 3 - 5

Group Name	Group Size	Classroom Community	Classroom Management	Student Learning	Student-Centered Environment
All respondents	6,871	80%	63%	74%	61%
Student Gender					
f	3,300	0	-2	+1	0
m	3,571	-1	+2	-2	0
Gifted/talented status					
No	6,641	-1	0	0	0
Yes	230	+5	+5	-1	+3
Student Grade Level					
3	1,973	+2	+4	-1	+3
4	2,431	-1	-1	0	-1
5	2,467	-2	-2	+1	-1
Student Race					
American Indian or Ala...	32	+1	+12	+1	-1
Asian	184	0	-3	+2	+2
Black	228	-3	+7	-1	+1
Hispanic	4,689	0	+1	+1	+1
Multiple races	94	-1	-9	-2	-1
Native Hawaiian or Oth...	12	+3	-7	-6	-1
White	1,632	-1	-2	-2	-1

Panorama Reports can include breakdown of results based on background questions that identify respondent race/ethnicity, primary home language, education level, etc. Individual student results are also available for SEL competencies.

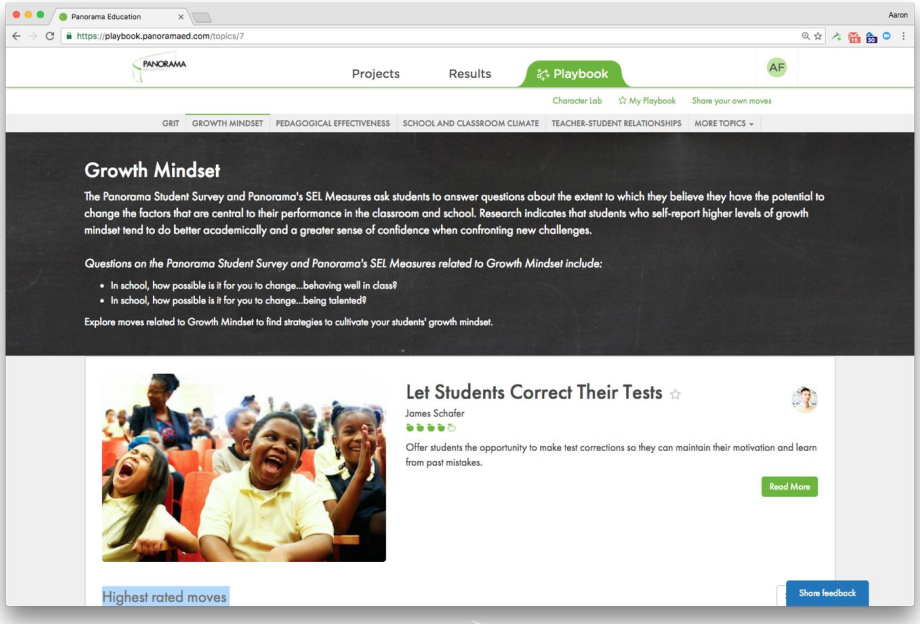


Find Strategies to Improve with Playbook

- Hundreds of classroom strategies written by Open Circle, Character Lab, Teaching Tolerance, Second Step, and successful teachers in Panorama's community

- Topics include Growth Mindset, Student Engagement, Teacher-Student Relationships, School Climate, and more

- Includes relevant articles and academic papers that connect the research behind your survey topics



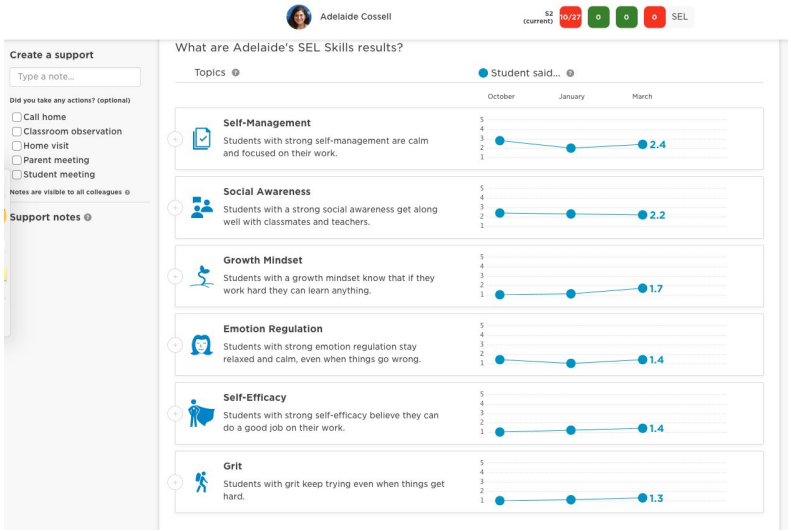
Playbook will be available as soon as you create an account!

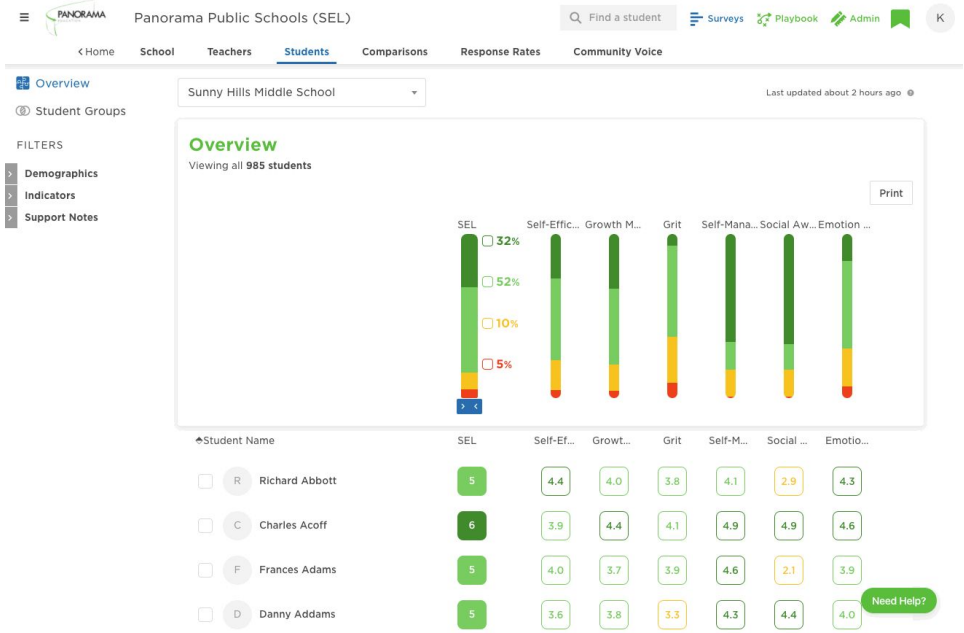
What's new? 11 new Playbook partners added!

Analyze Results in Student's View

Once your school or district has run an SEL survey, you can click into the "Students" tab to see your students' self-reported SEL competencies. From there you have the ability to click into individual students, create a smart group so you can continue to track them.

Navigate to a student's profile! On this page, you can view reports on the student's growth once surveys have been administered multiple times.





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 should I consider when finding time for my school to take the survey?**
  Consider what other events may be going on in the school - testing, assemblies, field trips when selecting a day. Also consider where students will take their online survey - they may take their surveys in class if there are enough computers in the classroom to accommodate them, but you may need to schedule time in the computer lab as well.

What if I have questions?

Don’t hesitate to reach out with any questions or concerns! ***Any teacher, administrator, or student can reach out with any questions!***

Panorama Support Team Email:
support+staffordcounty@panoramaed.com