Preparing for SurveyWorks

Survey Coordinator Training

January 2020
Agenda for Today’s Session

✓ Objectives and Purpose
✓ What’s New this Year
✓ Overview of the SurveyWorks Initiative
✓ Overview of Survey Administration
✓ Overview of Survey Results
✓ Next Steps for Survey Coordinators
Key Questions and Purpose
Today’s Key Questions

All survey coordinators will be able to answer and explain details regarding the following key questions:

• Why are we administering SurveyWorks?

• What are the survey topics?

• How are we going to administer the survey?

• What will the survey results look like?

• What can I do with the data I receive?
Purpose of SurveyWorks

The SurveyWorks Stakeholder Survey Initiative is an effort to gather information that will help improve the quality of schools across Rhode Island. The surveys capture and assess information that helps educators understand and act upon what students, teachers, support professionals, administrators, and parents say about the climate, culture, and learning environments in their schools.
SurveyWorks Overview
About Panorama

• A team of 150 educators, software developers, designers, and researchers in Boston

• An exclusive focus on helping K-12 schools and districts use data to improve student outcomes

• Panorama works with 11 state agencies, 900 districts and 12,000 schools in 48 states supporting over 10 million students
### Key Changes Made Last Year

- **Middle Schools with Grade 5**: If you are a middle school that goes from grade 5-8, your 5th graders can now take the Grs. 6-12 Student Survey version.

- **Unification**: There is one survey for all families to take. In the past we had a general family survey and a special education family survey.

- **Timeline**: All surveys will run during the same window: January 13 to March 31.

- **Eligibility**: Parents/Guardians with students in grades K-2 are invited to also participate in the survey if their child's school has a grade 3.

- **Accessibility**: Student and Family surveys are now available in Portuguese along with English and Spanish.
## SurveyWorks Overview

<table>
<thead>
<tr>
<th>Why are we taking this survey?</th>
<th>To provide educators with formative feedback data to impact classroom practice and school improvement</th>
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</thead>
</table>
| **Who will be taking the survey?** | • Grade 3-12 students  
• Teachers and Support Professionals  
• Parents/guardians of students in all Rhode Island public schools, including schools that begin at Pre-K and K and Out-of-District Placements  
• Building Administrators |
| **What is the survey about?** | SurveyWorks asks students, teachers, support professionals, administrators, and parents about their experiences in their schools. |
| **When will the survey be administered?** | All surveys will be administered from January 13 – March 31 |
| **Where will the survey be administered?** | In schools and homes across Rhode Island with surveys taken online |
Your Leadership Role as a Site Coordinator

1. To share knowledge with staff about the SurveyWorks program: the purpose, the instruments, and next steps

2. To build excitement and help your schools lead a smooth survey administration

3. To help your school team use feedback as a tool for improving their practice

Communicate questions and concerns to Peg Votta (surveyworks@ride.ri.gov) or Panorama’s support team (support+ride@panoramaed.com)
The Survey Instruments
Research-Backed Instruments

- Rhode Island will administer the Panorama Student Survey, Panorama Teacher/Staff Survey, Family Relationships Survey, and Building Administrator survey with some custom items developed by focus groups across Rhode Island.

- Surveys are developed by a research team at Harvard, led by Dr. Hunter Gehlbach and Dr. Karen Mapp.

- Each survey is tailored to the stakeholder group. The survey topics were selected by a broad cross-section of focus groups across Rhode Island, including teachers, school counselors, parents, and students.
Panorama’s surveys were developed by Dr. Hunter Gehlbach, formerly of Harvard’s Graduate School of Education and currently at Johns Hopkins School of Education.

The survey development process followed survey design best practices to ensure validity and reliability.
The surveys are focused on important topics that students, teachers, staff, and families are equipped to provide feedback on, including:

### Panorama’s Survey Topics

The surveys are focused on important topics that students, teachers, staff, and families are equipped to provide feedback on, including:

<table>
<thead>
<tr>
<th>Teachers (93 questions)</th>
<th>Support Professionals (87 questions)</th>
<th>Building Administrators (73 questions)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professional Learning</td>
<td>Resources</td>
<td>Professional Learning</td>
</tr>
<tr>
<td>School Climate</td>
<td>School Leadership</td>
<td>School Climate</td>
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<tr>
<td>Resources</td>
<td>Educating All Students</td>
<td>Leadership</td>
</tr>
<tr>
<td>School Leadership</td>
<td>Roles and Responsibilities</td>
<td>School Resources</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Grade 3-5 Students (55 questions)</th>
<th>Grade 6-12 Students (64 questions)</th>
<th>Parents/Guardians (45 questions)</th>
</tr>
</thead>
<tbody>
<tr>
<td>School Safety</td>
<td>School Safety</td>
<td>School Safety</td>
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<td>School Climate</td>
<td>School Climate</td>
<td>School Climate</td>
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<tr>
<td>Rigorous Expectations</td>
<td>Family Support</td>
<td>Family Support</td>
</tr>
<tr>
<td>Teacher-Student Relationships</td>
<td>Family Engagement</td>
<td></td>
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</tbody>
</table>

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Example Questions

Perceptions of School

In this first section, please give us your opinions about this school in general so that we can better understand your experiences.

1. How excited are you about going to your classes?
   - Not at all excited
   - Slightly excited
   - Somewhat excited
   - Quite excited
   - Extremely excited

2. How interesting do you find the things you learn in your classes?
   - Not at all interesting
   - Slightly interesting
   - Somewhat interesting
   - Quite interesting
   - Extremely interesting
Survey Administration
### Key Administration Details

| When will surveys be taken? | • There is one survey window during which all surveys will occur: January 13 to March 31.  
  • We encourage you to utilize a two week survey window to ensure surveys get completed but the survey window is open until the end of March and you can survey throughout it. |
|---------------------------|-----------------------------------------------------------------------------------------|
| Who will be taking surveys? | • Students in grades 3-12  
  • All teachers and support professionals  
  • Building Administrators  
  • Parents/guardians of students in all Rhode Island public schools, including schools that begin at Pre-K and K and Out-of-District Placements  
  • This year, all **parents** will use the same survey links. Parents will note if they are responding on behalf of a student with an IEP or not in Question 1 (below). |

1. **Are you responding on behalf of a student with an IEP?**

   - [ ] Yes
   - [ ] No
## Key Administration Details

### How will surveys be taken?

- All surveys are available online.
- Survey-takers may use desktops, laptops, netbooks, Chromebooks, tablets and/or mobile devices to access the survey.
- Student and Family surveys are available in **English, Spanish, and Portuguese**.
- Accommodations can be used to assist students with disabilities.
Online Survey Taking

• Students, teachers, support professionals, families, and building administrators will go to:

  https://surveys.panoramaed.com/ride

• Access codes are different by school site and by survey type
# Online Survey Taking: Access Codes

Welcome! Enter your access code here:

```
01234family
Enter
```

<table>
<thead>
<tr>
<th>Survey</th>
<th>Format</th>
<th>Example (Sample school code: “01234”)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Students (Grades 3-5)</td>
<td>5-digit school code + “student35”</td>
<td>01234student35</td>
</tr>
<tr>
<td>Students (Grades 6-12)</td>
<td>5-digit school code + “student612”</td>
<td>01234student612</td>
</tr>
<tr>
<td>Teacher Survey</td>
<td>5-digit school code + “teacher”</td>
<td>01234teacher</td>
</tr>
<tr>
<td>Support Professional Survey</td>
<td>5-digit school code + “support”</td>
<td>01234support</td>
</tr>
<tr>
<td>Family Survey</td>
<td>5-digit school code + “family”</td>
<td>01234family</td>
</tr>
<tr>
<td>Building Administrator Survey</td>
<td>5-digit school code + “ba”</td>
<td>01234ba</td>
</tr>
</tbody>
</table>
Online Survey Taking

surveys.panoramaed.com/ride

Once the access code has been entered, the respondent’s appropriate school name will appear
Q: How much time should we budget for student surveys?
   • We recommend budgeting a full class period for surveys (30 mins for survey taking for students and teachers/support professionals).

Q: Are survey responses saved partway through the survey?
   • Responses are only saved when the blue submit button is selected.

Q: I can’t access a survey after I typed in the access code.
   • Make sure all appropriate digits (including 0s) are entered and that access code is entered during the appropriate survey window (1/13-3/31 for all surveys).
   • The case of the letters in an access code also matter; 01234TEACHER will not work. 01234teacher will work.

Q: What if someone submitted a survey or a browser crashed before surveys were completed?
   • If the “Thank you” screen did not appear, the respondent should retake the survey.

For any questions during the survey window, reach out to support+ride@panoramaed.com with your school name and district name, and your question.
Frequently Asked Questions

Q: Who is a “support professional”?

• Support Professionals are part of RIDE’s Support Professional Evaluation framework.
• This includes the following roles:
  ■ School Nurse Teachers, Social Workers, School Psychologists, School Counselors, Speech
  Language Pathologists, Library Media Specialists, Reading Specialists/Consultants, Math
  Specialists/Consultants, ESL Specialists/Consultants, Instructional Leaders

Q: Should parents complete the family survey once per child/combination that they have?  

• We encourage parents to complete a survey for each school that they have a child attending. This is so that we can be respectful of parents’ time.
• There are some circumstances where a different approach might make more sense:
• In the circumstance where a parent has two children in the same school with drastically different experiences, they may complete two surveys.
• In the circumstance where a parent has two children in the same school and one has an IEP, we’d encourage parents to submit two responses to capture the data on those different experiences.

For any questions during the survey window, reach out to support+ride@panoramaed.com with your school name and district name, and your question.
Overview of Survey Results
Results will be available in Late April / Early May

Schools should use survey results for internal planning purposes and professional development

If you have not yet explored previous years’ survey data, visit surveyworks.ride.ri.gov
With Benchmarks, you can put your results in context by seeing how others scored in your district and across Panorama’s national data set.

National Benchmarks are available for select topics from Panorama’s survey content.
## Survey Results and Playbook

<table>
<thead>
<tr>
<th>QUESTION</th>
<th>% Responded Favorably</th>
<th>From</th>
</tr>
</thead>
<tbody>
<tr>
<td>On most days, how pleasant is your teacher’s mood?</td>
<td>90%</td>
<td>Spring 2016</td>
</tr>
<tr>
<td>How fair or unfair are the rules in this class?</td>
<td>91%</td>
<td>Spring 2016</td>
</tr>
<tr>
<td>How often do students behave well in this class?</td>
<td>63%</td>
<td>Spring 2016</td>
</tr>
</tbody>
</table>

### PLAYBOOK Strategies for Improving Classroom Environment

- **Point Out Positive Actions in the Classroom**
  - Anne Claire Tejtel Nornhold

- **Settle Disputes with Rock, Paper, Scissors**
  - Amanda Mitchell

- **Improve the Mood with a Mood Thermometer**
  - Megan Jacobson

- **Make Classroom Expectations Realistic**
  - Sam Santos Thomas

- **Visit Other Classrooms For Organization Insights**
  - Sam Santos Thomas

- **Engage the Senses for a Pleasant Environment**
  - Anne Claire Tejtel Nornhold

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Browse personalized strategies for acting on feedback data.

Share strategies that have worked in the classroom.
Resources and Next Steps
Introduce SurveyWorks at Your School

Key Questions:

• Why are we administering SurveyWorks?

• What are the survey topics?

• How are we going to administer the survey?

• What will the survey results look like?

• What can I do with the data I receive?
Next Steps

1. Determine when your school will administer surveys to various stakeholders in your school community.

2. Stay up-to-date on information and resources at the SurveyWorks Resource Center.

3. Be on the lookout for your school’s unique survey access codes from RIDE@panoramaed.com the week of January 6th.

Questions? Contact Peg Votta (401-222-8412) or Panorama’s support team (support+ride@panoramaed.com)
Thank You

Questions?