



Data File Guide for Student Surveys

This document will help you complete the Student Survey Data File Template, an Excel document you will upload to the platform.

We're here to help!
Please contact support@panoramaed.com with any questions you may have!

What information should you include in the Student Survey Data File Template?

In the Student Survey Data File Template, please list:

- ✓ All students who should receive surveys, paired with the schools and/or teachers about whom they will be taking surveys.
- ✓ Students that should take surveys about multiple schools should be listed on multiple rows, paired with one school in each row.
- ✓ Students that should take surveys about multiple teachers should be listed on multiple rows, paired with one teacher in each row.

If you are administering surveys to both families and students about either schools, you only need to fill out the Family Survey Data File Template. If you will be administering surveys to families and students about different subjects—for example, families about schools and students about classrooms—you should fill out both the Family Survey Data File Template and the Student Survey Data File Template.

Quick Tip! Column headers that are imported need to be exact matches to the column headers listed on the data file template.

Please contact support@panoramaed.com with any questions you may have!



Column Name	When is this needed?	Example
School/Site Name	Always!	Pemberly Middle School
Student ID	Always!	070476
Student First Name	Always!	Beatrix
Student Last Name	Always!	Potter
Student Grade Level	If you want breakdowns by student grade level on reports.	6
Student Gender	If you want breakdowns by student gender on reports.	Male
Student Race/Ethnicity	If you want breakdowns by student race/ethnicity on reports.	Alaska Native
Student Email Address	If students will be receiving surveys via email.	heartonedirection@yahoo.com
Student FRPL Status	If you want to break down results on reports by FRPL status.	FRPL
Student Language Learner Status	If you want to break down results on reports by student language learner status.	ELL
Student GATE/Gifted Status	If you want to break down results on reports by student gifted status.	Yes; No
Student Special Education Status	If you want to break down results on reports by student gifted status.	Special Education

More on next page

Column Name	When is this needed?	Example
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Please fill out columns P-T only if you are conducting student SEL surveys or student surveys about classrooms or teachers.

Do not delete these columns or fill them with zeroes if you are only completing surveys about student experiences at school; simply leave them blank.



Teacher First Name	Always!	William
Teacher Last Name	Always!	Shakespeare
Teacher Email	Always!	dumbledorelives@aol.com
Course Section Name	Always! Note that this should be a course name, not a number.	Vector Calculus
Course Section Period	If teachers teach more than one period of the same class.	Period 1