

Getting Started with The Student Experience® Survey A Guide for Survey Coordinators

Why The Student Experience Survey?

While students' academic knowledge and skills are critical, research and experience suggest that how students experience the learning environment and how they think about the future also have a tremendous impact on students. By providing valuable, real-time feedback to teachers about how their students experience the classroom, The Student Experience Survey can help teachers foster hope, engagement, and a sense of belonging within a well-managed classroom learning environment.

What is my role? What steps do I need to take?

Administering and using The Student Experience Survey is easy! Teachers use the survey to gather feedback from their students. Survey coordinators and administrators provide teachers with support and can view summary results to help teachers respond to feedback.

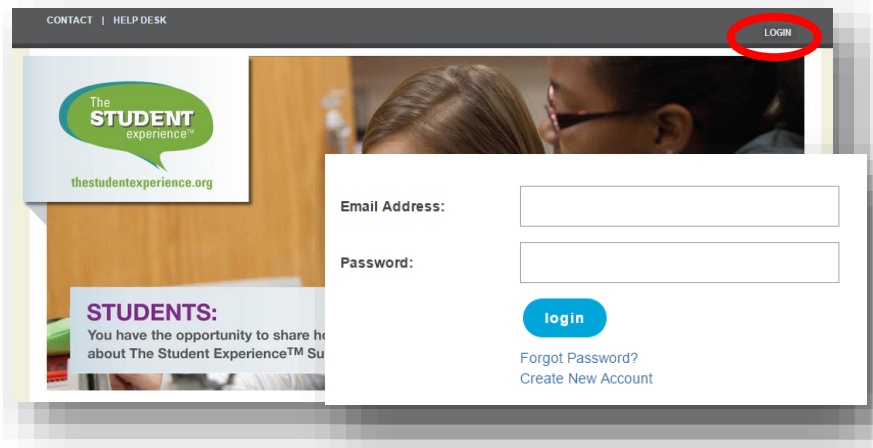
Survey Coordinators and Administrators:

1. Learn about the survey, why it matters, and how it can support practices that impact student learning by visiting TheStudentExperience.org/Prepare/Coordinators. Review available resources, including videos and survey administration guides. Login to access the Communications Toolkit, which includes a narrated overview PowerPoint slide deck. Introduce the survey to principals and teachers using these resources.
2. Develop a plan for administering the survey, including who is participating, when and where students will take the survey, and how standardized administration protocols will be followed. Communicate the plan to principals and teachers.
3. Establish a personal user account, login, and redeem the access code provided by your district survey coordinator or Battelle for Kids contact.
4. Distribute access codes to principals and teachers, and help them set up their own user accounts.
5. Support teachers as they set up classes and surveys, and administer surveys to students.
6. Monitor completion progress.
7. Support teachers in accessing reports, reviewing results, and responding to students' feedback. Reports become immediately available online to teachers as soon as a survey closes and so long as at least 10 students have responded.

How do I get started?

Establish Your Account

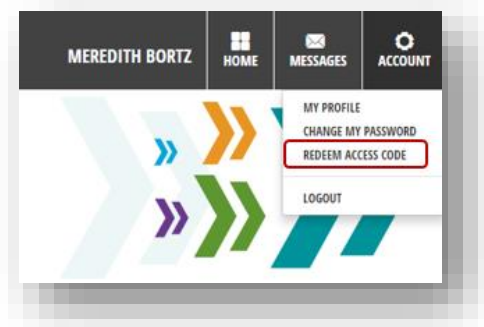
Visit TheStudentExperience.org and click "Login" in the top right corner of the page.



The screenshot shows the login page of the The Student Experience website. At the top right, there is a "LOGIN" button circled in red. Below it, there are two input fields: "Email Address:" and "Password:". To the right of these fields is a blue "login" button. Below the "login" button are two links: "Forgot Password?" and "Create New Account". On the left side of the page, there is a banner with the The Student Experience logo and a message for students: "STUDENTS: You have the opportunity to share h... about The Student Experience™ Su...". At the top left of the page, there are links for "CONTACT" and "HELP DESK".

New Users: If you have never used The Student Experience Survey or another Battelle for Kinds online solution, select “Create New Account.” Enter the access code provided by your principal or survey coordinator. Finally, enter your school email address, name, and a password of your choice. To ensure correct account setup, Ohio users may be asked to enter a personal identification number.

Current Users: If you already have an account (either because you’ve previously used The Student Experience Survey or another Battelle for Kinds online solution), enter your school email address and password, and click “Login.”

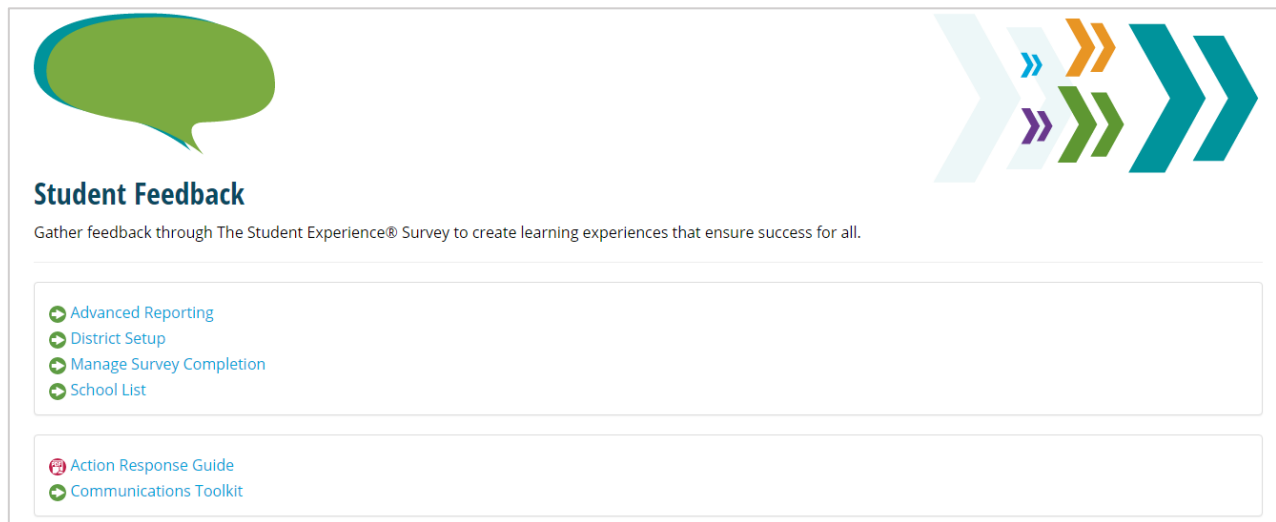


Once logged in, click on your name in the top right corner of the page, and select “Redeem Access Code.” Enter the access code provided by your survey coordinator or Battelle for Kids, and click “Add.” A survey access code must be entered once at the start of a new school year.

Set Up, Administer, and View Surveys

Now that you’ve logged in and set up your account, you’re ready to use the survey. Locate and click on the green “Student Feedback” icon on your home page.

Your “Student Feedback” dashboard appears. The dashboard provides you access to everything you’ll need to use The Student Experience Survey.



- **School List:** View all schools and staff for which you have access. View access codes, view school and staff lists, view classes and surveys by teacher, generate summary reports, and monitor completion. *(For tips on setting up surveys on behalf of teachers, see the “Helpful Tips” section on the next page.)*
- **Advanced Reporting:** Interact with detailed survey information and generate custom reports.
- **District Setup:** *(District survey coordinators only)* Set up district administration windows and grade levels. Administration windows enable reporting by time period within a school year.
- **Manage Survey Completion:** Monitor district, school, and teacher survey completion progress, view access codes, and access district and school summary reports.

First time using The Student Experience Survey? Begin by clicking “School List” to view schools, teachers, and surveys.

Helpful Tips!

Do you want to set up a class or survey on a teacher's behalf? Teachers can set up their own classes and surveys, however understandably sometimes coordinators prefer to handle set-up. Select "School List" and the school for which you want to set up surveys. Teachers who have accounts will be listed. Select a teacher's name, then add a class and/or survey for the teacher. Please note, teachers still need to redeem their access code once at the start of a new school year to access the survey features and reports generated from completed surveys.

If you do not see a teacher in the staff list, have the teacher establish an account and redeem his or her access code. Contact Battelle for Kids with any access issues.

Does a teacher instruct multiple classes or sections? Set up a separate class for each group of students.

Do you want to administer the survey multiple times to the same class? Once a class is set up within the tool, you can set up and organize multiple surveys for the same class. For example, set up a "Fall Survey" and a separate "Spring Survey" for a class.

Key Terms

Here are a few technical terms you need to be familiar with:

- **Access Code:** Code given to teachers and survey coordinators to establish a personal user account associated with your district and school, as well as to gain access to the survey. Access codes must be entered only once at the start of a new school year.
- **Class:** Group of students to whom a survey will be administered.
- **Response:** Student response to a survey.
- **Survey:** Survey administration that may be time-bound. Multiple surveys, such as fall and spring surveys, can be set up for a single class.
- **Survey Code:** Code made available once a survey is set up, which can then be given to students to take a survey.

Questions?

Look for the "Help" button on each page for assistance. If you have any problems with your account or technical questions, ask your district survey coordinator or contact Battelle for Kids at Support@BattelleforKids.org or call (866) 543-7555.