

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

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 can provide teachers with support and view summary results to help teachers respond to feedback.

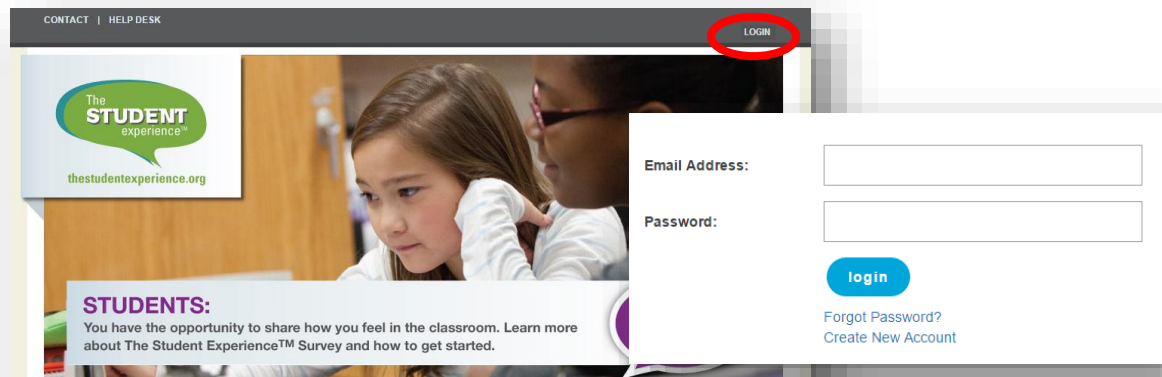
Teachers:

1. Learn about the survey, why it matters, and how it can support practices that impact student learning by visiting TheStudentExperience.org/Prepare/Teachers. Review available resources, including videos and survey administration guides.
2. Talk with other teachers, your principal, and survey coordinator about the school's 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.
3. Establish a user account, login, and redeem the access code provided by your survey coordinator or principal.
4. Set up classes and surveys.
5. Administer the survey to students.
6. Access reports, review results, and respond to students' feedback. Reports become immediately available online as soon as a survey closes and so long as at least 10 students have responded.

What steps do I need to take to get started?

Establish Your Account

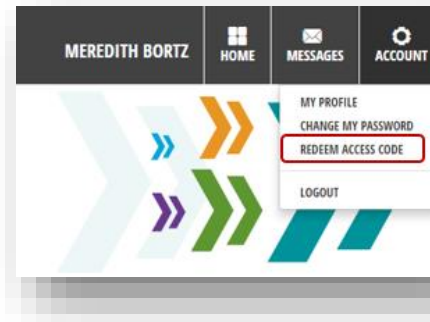
Visit TheStudentExperience.org and click "Login" in the top right corner of the page.



New Users: If you have never used The Student Experience Survey or another Battelle for Kids 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 Kids online solution), enter your school email address and password, and click “Login.”

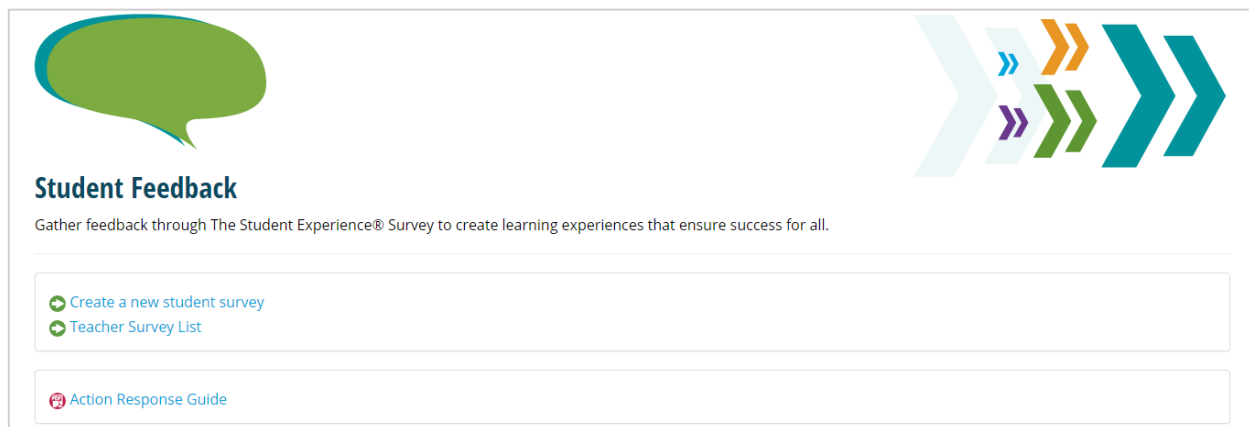
Once logged in, click on your name in the top right corner of the page, and select “Redeem Access Code.” Enter the access code provided by your principal or survey coordinator, and click “Add.” A survey access code must be entered once at the start of a new school year.



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.



- **Create a new student survey:** Set up a new class or survey. It’s simple; first set up your classes, and then set up surveys for your classes. For a new class, enter the grade level(s), subject(s), and class size. For a new survey, select the survey administration dates and times.
- **Teacher Survey List:** View, add, and edit existing classes and surveys. Once surveys have been created, access the web link to administer the survey to students. Note, this page also allows you to view results after your survey closes.

First time using The Student Experience Survey? Begin by clicking “Create a new student survey” to set up a new class and survey.

Helpful Tips!

Do you teach 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 survey coordinator or contact Battelle for Kids at Support@BattelleforKids.org or call (866) 543-7555.