WSIPC Guide to Survey

Contents

About This Guide

The Survey module allows teachers to collect student responses quickly and efficiently. For example, a Survey question might ask, "How many students will purchase hot lunch today?" Secretaries and administrators can run reports on the response data.

Secretaries and administrators create questions and possible answers for Surveys in the Student Management product line of Skyward's School Management System, and teachers administer the Surveys through Teacher Access in Educator Access Plus. These questions can be made available for the entire school year or for a designated period of time, such as a specific day.

Note	The main body of this Guide shows you how secretaries and administrators create Surveys in the Student Management product line of Skyward's School Management System.
	"Appendix B - Responding to Survey Questions in Teacher Access" (page 20) shows you how teachers administer Surveys Teacher Access in Educator Access Plus.

What You Should Know Before You Start

You'll find that the Guide is much more helpful if you are familiar with all the information in the *WSIPC Guide to Skyward's School Management System*, which discusses basic features of the software.

Be Sure You're Signed In

This Guide is intended to be read while you are working in the Survey module, so be sure you are signed in. Many of the procedures and concepts discussed in the Guide are best understood if you practice as you read.

How to Use This Guide

This section shows you how to follow navigation paths in a Guide, and how to navigate around the Guide using various features. This section also describes how and when screen shots are used in the Guide.

Navigation Paths

The procedures in this Guide begin with navigation menu paths. Select the Display Navigation Menu Paths check box in User Preferences to ensure that you can follow these paths. The option is not available in User Preferences if it is already enabled for the entire district. To learn more about setting User Preferences, see the *WSIPC Guide to Skyward's School Management System*.

Getting Around

If you're using this Guide electronically, you can click any text in blue font to move to the section of the Guide that the text refers to. Because the Guides are published in PDF format, you can also use the PDF navigation pane to quickly move from one section to another. If the pane is hidden, click the Bookmark button in the menu bar on the left side of the screen.

Screen Shots

You'll find screen shots throughout the guide to help you learn how to use the software. The data entered in the screen shots in this Guide is an example of the data you might enter. These screen shots are updated with each edition to make sure what you see on your screen matches what you see in the Guide. To prevent the Guide from becoming a lengthy picture book, WSIPC Guides use screen shots only to help illustrate a key idea or when options on a screen are described. This allows WSIPC Guides to be effective *and* concise.

What's in a WSIPC Guide

WSIPC Guides are designed to provide readers with everything they need to know to safely and effectively use Skyward's software. WSIPC strives to make Guides that address the diverse needs of these audiences. Therefore, this Guide doesn't contain information customized for specific audiences, districts, or schools.

If you need to create educational materials that address the specific needs of your Service Center or district, consider using this Guide as a starting point for developing your own customized materials.

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What's New in This Edition

This section highlights the significant changes to the Guide since the last edition such as content about new features, important notes and cautions, and sections of the Guide that have been expanded or moved.

Description of Change	Page #
Updated the Guide to reflect WSIPC's November 2016 software release version 05.16.10.00.05.	N/A
Added the "Responding to Survey Questions in Teacher Access" section.	13
Added content to Appendix B.	20

Managing Survey Questions

You can view and manage Survey questions for your Entity from the Questions screen (Figure 1). Survey questions are created in each Entity and are specific to a particular school year. Survey questions cannot be accessed through Entity 000. This section shows you how to add, edit, and delete Survey questions.

To manage Survey questions:

- Go to Student Management\Educator Access Plus\SU\SQ.

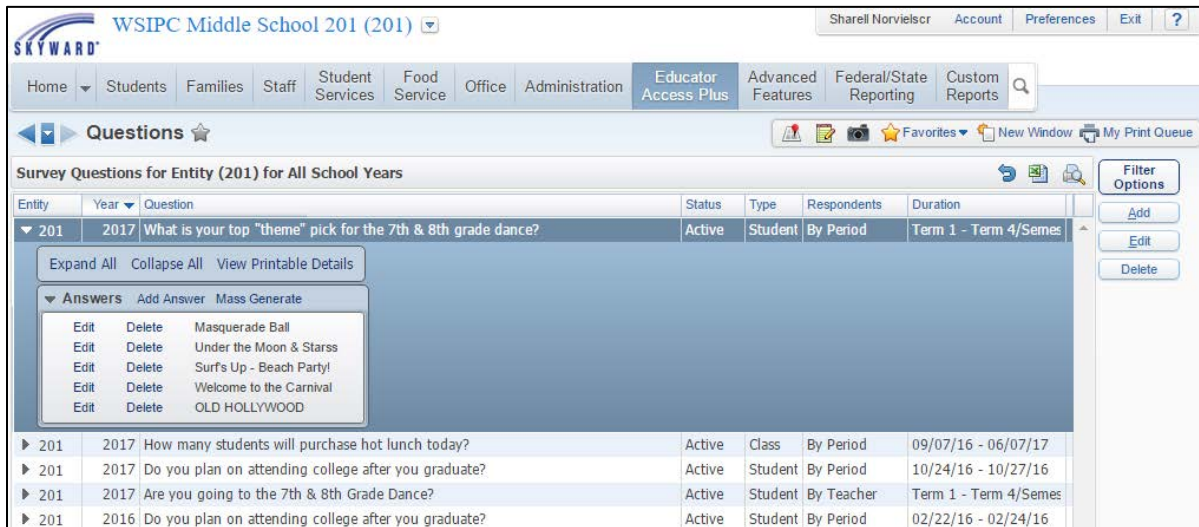| Tip | Click the Filter Options button to display Survey questions for a specific school year or for all school years. |

Figure 1 - The Questions screen displays Survey questions that have been created in Entity 201 for All School Years.

Adding Survey Questions

You can add Survey questions at any time throughout the year for the current school year or next school year (if next year exists).

To add a Survey question:

1. Go to Student Management\Educator Access Plus\SU\SQ.

2. Click **Add**.

3. Configure the Survey Maintenance screen (Figure 2). Table 1 describes the options on this screen.

4. Click Save.

Figure 2 - The Survey Maintenance screen showing the defaults when adding a new question

Option	Description
Entity	Defaults to the Entity where the question is added and cannot be edited.
School Year	School Year you are creating the question for. Once the question is saved, you cannot edit this field.
Question	Text of the question. Question length is limited to 199 characters, including spaces.
Status	Indicates if the question is Active or Inactive. Inactive questions are not available for use.
Type	Identifies how the response to the question will be entered: by Whole Class or by Each Student. If you want a cumulative answer for the entire class, select Whole Class (for example, you'd like to know **how many** students plan to return next year). If you want a response from each student, select Each Student (for example, you'd like to know **which** students plan to return next year).
Respondents	Identifies which periods, classes, or teachers the question will be available to. You can only select one Respondent Type for each question. Select Attendance Period if the question will be asked in every class that meets during a specific period of the day. Then select the periods for which this question will be asked. Select Teacher if the question will be asked for every class taught by one or more teachers. Then select the teachers who will respond to this question. Select Course if every teacher of a specific course will ask the question. Then select the relevant course.

Option	Description
Duration	The Grading Period or date range during which the question will be available. Select Grading Period and a specific Grading Period or range of Grading Periods during which this question will be available. Select Specific Dates and enter a date range which this question will be available.
Days	Indicates which days of the week this question will be available.

Table 1 - Survey Maintenance screen options

Editing Survey Questions

You can edit Survey questions as part of regular maintenance during the school year. For example, you can edit a question to change interval options or change the Status of a Survey question.

	Caution	Use caution when editing Survey questions during the school year. Modifying a question with responses already attached may change the context of the answers.

To edit Survey questions:

1. Go to Student Management\Educator Access Plus\SU\SQ.

2. Select the Survey Question you want to modify, and click Edit. If there are already answers assigned to the question, the following message appears:

    "Modifying a question with answers may change the results of the question. Are you sure you want to edit this question?"

3. Click Ok.

4. Modify the Survey question options on the Survey Maintenance screen. Figure 2 and Table 1 (page 5) describe these options.

5. Click Save.

Note	If the Duration of the question you are editing has expired and the Inactivate this Question option is not selected, the following message appears:

"The selected Duration for this Survey question has ended more than 7 days ago. The status for the question Active; this question will not show in Teacher Access unless the Duration is current."

If the message appears, do one of the following:

- To set the *current* Question to Inactive, click Inactivate this Survey question and then click Yes.

- To process through the current school year Questions, excluding the current Question, and set all Questions where the Duration has expired to Inactive, click Inactivate other Survey questions and then click Yes.

- To not change the Status on any current year Questions, leave both options unselected and click Yes.

- If you don't want to save the changes you've made to the Survey question, click No.

Deleting Survey Questions

You can delete Survey questions if they are no longer needed.

⚠️	**Caution**	Use caution when deleting Survey questions during the school year. Any information or responses that are attached to the questions are also deleted.

To delete Survey questions:

1. Go to Student Management\Educator Access Plus\SU\SQ.

2. Select the Survey Question you want to delete, and click Delete. The following message appears:

   "If there are any answers, student responses, or class responses assigned to this question, then they will also be deleted."

3. Click Ok. A confirmation message appears.

4. Click Yes.

Adding Answers to Survey Questions

After a Survey question is created, answers must be added to the Survey question before teachers can respond to the Survey for their class. There are two methods to create answers: Add Answer and Mass Generate (Figure 3).
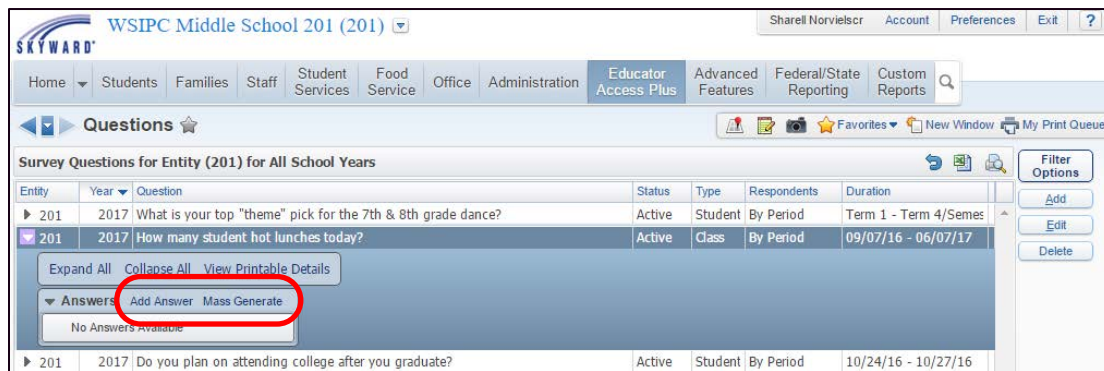

Figure 3 - A survey question expanded, showing the Add Answer and Mass Generate options

You can add individual answers, consisting of numbers or text, using the Add Answer option, or you can use the Mass Generate option to create a range of only numeric Answers.

This section explains both of these options.

Using the Add Answer Option

You can use the Add Answer option to create a single class response, such as Yes or No. For example, a Survey question that asks, "Did the class get to the safe zone during the fire drill on time?" has only two possible answers for the entire class: Yes or No.

You can also use the Add Answer option when a Survey question requires an answer from each student, such as "What is your top pick for the 8th grade dance theme?" Possible answers may include Masquerade Ball, Under the Moon & Stars, Welcome to the Carnival, and Old Hollywood, and each student's response will be unique.

The order of the answers in this area is the same order in which the answers appear for selection in Teacher Access. If the answers need to appear in a particular order, consider this when adding the answers.

To use the **Add Answer** option:

1. Go to Student Management\Educator Access Plus\SU\SQ.

2. Expand the question to expand the record.

3. Click **Add Answer.**

4. In the **Answer** box on the **Answer Maintenance** screen (Figure 4), enter the answer to the question listed above it.

5. Do one of the following:

    ▪ Click Save and Add Another to enter additional answers.

    ▪ Click Save and Close.
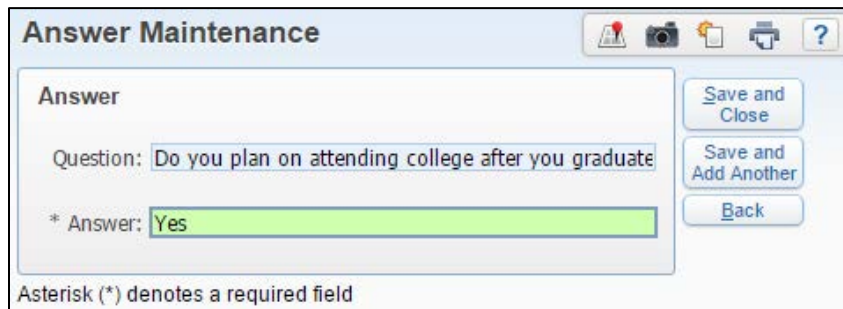
Figure 4 - Answer Maintenance screen where individual Answers are being added to the Survey question

Using the Mass Generate Option

The Mass Generate option allows you to create a range of numerical responses. For example, you can use the Mass Generate option to create Answers 0 through 30 if a Survey question asks "How many students will purchase hot lunch today?"

| Tip | Make sure the numeric range encompasses the total possible answers. For example, if asking "How many hot lunches?" the number of answers available must be as low as '0' if no students eat hot lunch, and as high as the largest seat count in the respondent range if every student in class eats hot lunch. |

To use the Mass Generate option:

1. Go to Student Management\Educator Access Plus\SU\SQ.

2. Expand the question to expand the record.

3. Click Mass Generate.

4. In the Mass Generate Answers area, enter a numeric value in the Low and High boxes (Figure 5).

Example	If you enter "0" in the Low box and "5" in the High box, the following answers are generated for your Survey question: 0, 1, 2, 3, 4, and 5.

5. Click Generate.

Note	Answers are specific to each particular Survey question and can be edited and deleted. When an answer is deleted, any responses already associated with that answer are also deleted. As a result, when you run the Survey Response Report, the totals do not contain these responses.
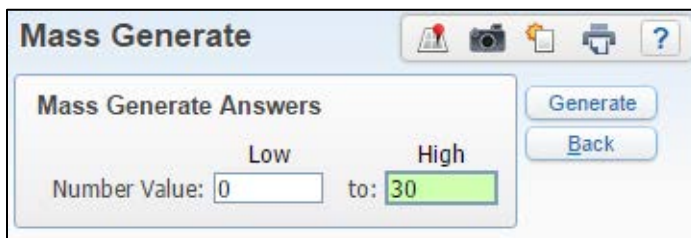
Figure 5 - The Mass Generate screen allows you to enter a range of numbers as answers to the Survey question.

Responding to Survey Questions in Teacher Access

Teachers can enter students' responses to Survey questions in multiple areas within Teacher Access, such as My Classes, Post Daily Attendance, and My Gradebook.

To learn more about responding to Survey questions through these areas of Teacher Access, refer to "Appendix B - Responding to Survey Questions" (page 20).

Survey Reports and Utilities

The Survey module contains one report and two utilities that help you manage Survey questions, answers, and responses. This section explains the report and utilities.

Survey Response Report

The Survey Response Report is Entity-specific. The report provides you with aggregated information about your Survey questions and their responses.

To run the Survey Response Report:

- Go to Student Management\Educator Access Plus\SU\RE.

Tip	You may find it helpful to create a Survey Response Report and run it as a Scheduled Task so you can view results on a regular basis.
	Example: If you create a Survey that teachers complete each morning after taking attendance, and your survey determines how many students need hot lunch each day, you can run the report as a Scheduled Task that runs daily after teachers have taken attendance. To learn how to create Scheduled Tasks, see "Scheduling and Monitoring Tasks" in the *WSIPC Guide to Skyward's School Management System.*

Mass Delete Responses Utility

You can use the Mass Delete Responses Utility to delete responses to Survey Questions without deleting the actual Questions.

To run the Mass Delete Responses Utility:

- Go to Student Management\Educator Access Plus\SU Setup\UT\MD.

Survey Questions Clone Utility

You can use the Survey Questions Clone Utility to clone Survey Questions from one school year to the next, so you do not have to manually recreate each question. You can also select to clone the Answers assigned to the Questions.

To run the Survey Questions Clone Utility:

- Go to Student Management\Educator Access Plus\SU Setup\UT\SQ.

Tip	When you clone questions that have a Duration of Specific Dates, verify that the dates for the new school year are accurate.

Appendix A - Troubleshooting Tips

The following troubleshooting tips will help you resolve problems you may encounter when managing Surveys. These tips are divided into two categories: Troubleshooting Tips for Secretaries and Administrators and Troubleshooting Tips for Teachers.

Troubleshooting Tips for Secretaries and Administrators

This section provides general troubleshooting tips for problems secretaries and administrators may encounter when managing Surveys in the Student Management product line in Skyward's School Management System.

I don't see the Survey module in Skyward's School Management System

Surveys are Entity-specific and cannot be accessed through Entity 000. Verify that you are in the correct Entity.

When running the Survey Response Report, some of the report options aren't available

The question(s) that are selected when configuring the report determine which report options are available for you to select to print. For example, the Options for Each Student area of the template is not available if you selected a Survey question with a Type of Whole Class.

Note	When you run the report for at least one class and one student question, the Options for Each Class and Options for Each Student areas are all available.

Teachers are reporting that they can't see Survey questions when they are in Post Daily Attendance

If teachers can see the Survey questions when they are in Class Options (Web Applications\Teacher Access\My Classes\Class Options\Survey) but cannot see them through Post Daily Attendance, verify that Display Survey Questions on Attendance Entry – By Name screen is enabled in Attendance District Setup (Student Management\Educator Access Plus\EA Setup\CF\AD).

Teachers for a specific Entity or Period can't see Survey questions

Verify that the following tasks are complete:

- Security access is assigned to the Survey line items for the teachers in Security (Product Setup\Skyward Contact Access\SE\SG\WS)

- The Survey Question is added to the current school year and the Inactive this Question check box is cleared

- The Respondents area of the Survey Maintenance screen includes the appropriate Attendance Period, Teacher, or Course

- The Grading Period or Specific Dates ranges for the question are correct

Numeric Survey answers are not in the correct order

Survey answers appear in Teacher Access in the order they were added to the Survey question. If numeric answers are not in the correct order, you must delete the individual answers, and then you can run the Mass Generate option to create new answers.

I've created a Survey question with a specific date range. Will the responses entered by teachers carry over from day to day?

Survey responses that appear for the teacher are date-specific. However, you can run the Survey Response Report to view results for one or more days.

Should I use Scheduled Tasks to clone my Surveys questions daily?

No, you do not need to clone Survey Questions from day to day. The Survey questions are available in Teacher Access based on the set Duration. The responses do not carry forward from one day to the next. Each day, teachers are presented with a fresh Survey.

It's the last day of school and teachers do not see the Survey questions they've seen all year

If additional school days were added to the end of the school year, such as snow makeup days, you may need to extend the date range or Days on the Survey questions.

Troubleshooting Tips for Teachers

This section provides troubleshooting tips for problems teachers may encounter with Surveys in Teacher Access in Educator Access Plus

I can't add a response to a Survey question

Check with your System Administrator to verify that Survey answers have been added to the Survey question.

No Survey questions appear at the top of my Attendance screen

Check with your System Administrator to verify that the following tasks are complete:

- The Survey question is added to the current school year and the Inactivate this Question check box is cleared

- The Respondents area of the Survey Maintenance screen includes the appropriate Attendance Period, Teacher, or Course

- The Grading Period or Specific Dates ranges for the question are correct

- The correct day of the week is selected under Days in the Intervals area

▪ Verify that Display Survey Questions on Attendance Entry – By Name screen is enabled in Attendance District Setup (Student Management\Educator Access Plus\EA Setup\CF\AD)

I have verified that the configuration settings are correct and I still do not see Survey questions

Check with your System Administrator to ensure you security access is assigned to the Survey line items for teachers in Security (Product Setup\Skyward Contact Access\SE\SG\WS)

I do not see any Survey questions. How do I enter my response?

Click the Show Survey Questions hyperlink, if available, to view the available questions.

I do not see individual student Survey questions when I Take Daily Attendance – By Seating Chart

Survey questions that require individual student responses are not shown on Attendance Options- By Seating Chart. They must be accessed through Attendance Options- By Name.

I teach both Spanish I and Spanish II during first Period. When I use View Attendance by Period rather than View Attendance by Class, I do not see Survey questions that have a Type of Whole Class

Whole Class questions do not appear when you view multiple classes by period. To respond to a Whole Class Survey question, you must use View Attendance by Class, selecting each class separately that is taught during that period.

Appendix B - Responding to Survey Questions in Teacher Access

Teachers can enter students' responses to Survey questions in multiple areas within Teacher Access, such as My Classes, Post Daily Attendance, and My Gradebook.

Each area is discussed below.

Survey Responses under My Classes

The Survey Response screen (Web Applications\Teacher Access\My Classes\Class Options\Survey) allows teachers to collect students' responses to Survey questions per specific class.

Survey questions with a Type of Whole Class appear at the top of the Survey Response screen (Figure 6, outlined in red) and Survey Questions with a Type of Each Student (Figure 6, outlined in blue) appear in the main area of the Survey Response screen.
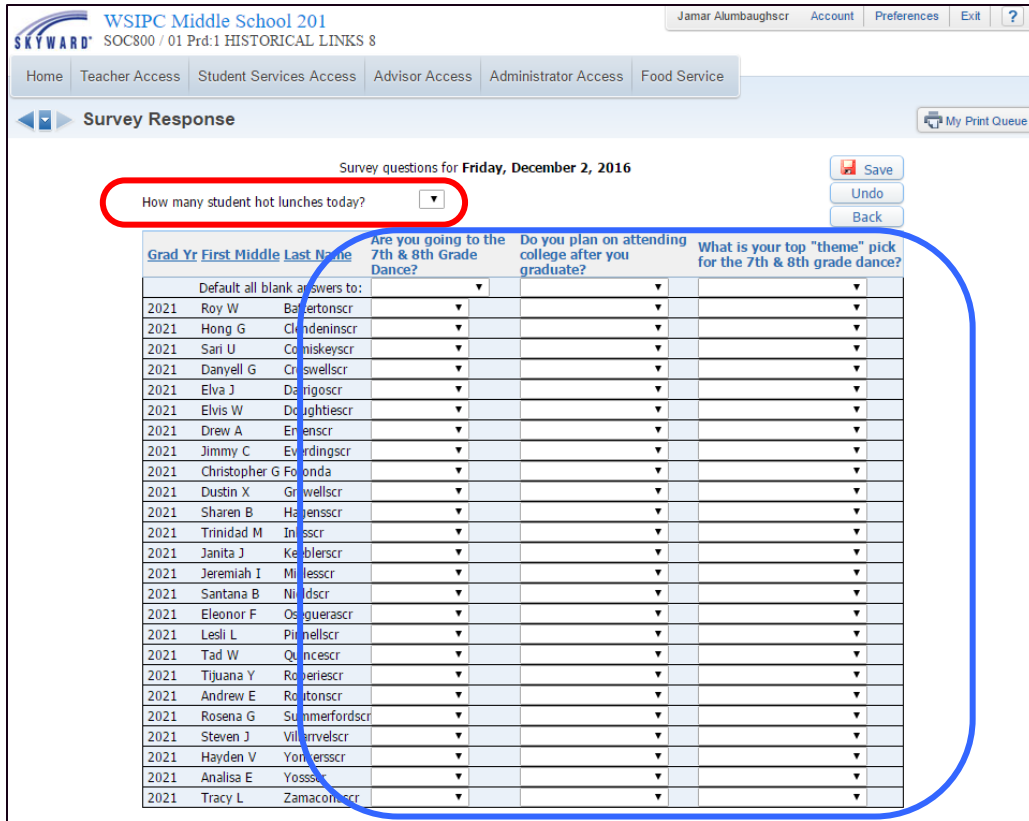
Figure 6 - Survey Response screen under My Classes in Teacher Access

There are two types of Survey Questions: Whole Class and Each Student. This section walks you through adding responses to both types of Survey questions.

Recording a Response for the Whole Class

Survey questions with a Type of Whole Class, ask you to record a response that represents many students. These questions appear at the top of the screen.

To respond to a Survey question for the whole class:

1. Go to Web Applications\Teacher Access\My Classes.

2. Click Class Options.

3. In the menu on the left, click Survey.

4. The Survey Response screen appears. Enter the responses to the Survey questions at the top of the screen for the whole class.

5. Click Save.

Recording Responses for Each Student

Survey questions with a Type of Each Student, ask you to enter a response to the Survey question for each individual student in the class.

To respond to a Survey question for each student:

1. Go to Web Applications\Teacher Access\My Classes.

2. Click Class Options.

3. In the menu on the left, click Survey.

4. The Survey Response screen appears. Enter responses to the Survey questions for each student.

Tip	The Default all blank answers to: field allows you to set a default response for all students and change only those students whose answers are different.

5. Click Save.

Survey Responses under Post Daily Attendance

An efficient way for teachers to enter Survey responses is while taking Attendance.

To take a Survey from the Post Daily Attendance screens (Web Applications\Teacher Access\Post Daily Attendance) teachers can click on one of the following links:

- By Seating Chart (Figure 7)
- By Name (Figure 8)

Note	If teachers do not see Survey questions on the Post Daily Attendance screens, verify that the Display Survey Questions on Attendance Entry – By Name screen option is selected in Attendance District Setup (Student Management\Educator Access Plus\EA Plus Setup\CF\AD).

Figure 7 - Post Daily Attendance by Seating Chart screen. A Whole Class Survey appears above the seating chart.

Figure 8 - Post Daily Attendance by Name screen, where Survey question Types of both Whole Class and Each Student appear

Survey Responses under My Gradebook

Teachers can also access Survey questions from the Main Gradebook screen (Web Applications\Teacher Access\My Gradebook), by selecting one of the following options:

- Other Access\Survey (Figure 9)
- Attendance\Take Survey (Figure 10)

Figure 9 - Gradebook screen showing a path to respond to Surveys through the Other Access tab

Figure 10 - Gradebook screen showing a path to respond to Surveys through the Attendance tab

WSIPC
2121 West Casino Road
Everett, WA 98204
425.349.6600
www.wsipc.org