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Student Survey: Guide for Survey Administrators

Successful pre-survey student preparation has proven an effective means by which schools can reduce survey completion times and encourage students to approach the survey as an opportunity to share their experiences and provide feedback.

This guide can be used to **assist teachers or other staff** in introducing the OurSCHOOL Student Survey to students **prior to surveying**.

Students May Ask: *Why do I have to take the survey?*

You Can Say:

The OurSCHOOL survey gives the school information on how to make things better for students. Based on what information you give in the survey, we can make changes to help improve your experience at school and help you do better.

* The survey is anonymous. So as long as you don’t include your name or your teacher's name, we won’t be able to tell what answers on the survey belong to you. Also, when you finish the survey, your results get mixed in with answers from other students so no one will know how you responded.

* It’s important that your answers reflect what you think, not what your friends, parents, or teachers would want you to say. We want to know your opinions!
* You can skip any question that you do not know the answer to, or do not feel comfortable answering.
* If you are wondering why you are asked the same questions each year, it is because your answers help us to understand how we can improve our school and your learning. If we make changes to our school, what you tell us on the survey helps us understand if they are making a positive difference for students each year.

Students May Ask: *What will be on the survey?*

## 

You Can Say:

## Types of Survey Questions

There are some questionsthat you will be asked during the survey that could be confusing. We will go through a few examples of questions you may see on the survey. If you have questions during the survey, please ask the person administering the survey.

* ***Some questions will say...ln the past 4 weeks have you...*** Just think of the past month
* ***Some questions will say...ln the last year...***Just think since the beginning of this school year
* ***Are you currently taking a course in Math, English, or Science?*** For this question, ‘course’ means the same as a ‘class.’
* ***Not all students will receive the same questions, or the questions in the same order.*** Based on how you answered some of the survey questions, you may receive additional questions to answer. For this reason, questions on your survey may be in a different order then your peers.
* **You will be asked questions about yourself and your family on the survey**. We ask these questions in the survey to help tell us more about you, and to make sure that all of our decisions about improvement work equally well for all students.

## Custom Questions

(Optional)

Our school has chosen to add **custom questions** to the survey to find out specific details from you about our school. This is **your opportunity to tell us how you feel**. Remember that your responses cannot be traced back to you.

***(Teachers: Read and review questions below with students for understanding)*.**

* **…**
* **…**

Students May Ask: *How Do I Access and Complete the Survey?*

You Can Say:

1. You will complete the survey on a computer, iPad, or tablet. The website is [www.ourschool.net](about:blank).
2. Enter your OurSCHOOL username and password.
   1. *(These are printed, and distributed by the OurSCHOOL School Coordinator.* ***Please hold onto your password slip until you have completed the survey in case you are interrupted*** *(e.g. fire drill, run out of time, etc.)*
3. The feedback you provide on the OurSCHOOL survey will help us in our planning to make your school the best it can be! Remember the survey is anonymous, so please answer these questions thoughtfully and truthfully.
4. **There is no back button on the survey**. This means once you finish a page of the survey, you cannot go back and make changes to your previous answers. The survey gives you the opportunity to give honest feedback about your school. There is no back button so you don’t worry or stress about your answers.

Also, you may feel like you missed questions when the progress bar jumps, but don't worry, this is not the case! The progress bar shows you approximately how much of the survey you have left to complete, and does not match exactly to the number of questions you have left. This means the bar may go up a lot for a page that contains many questions, but only a little for a page that contains only a few.

1. **DO NOT RUSH! THIS IS YOUR CHANCE TO GIVE POWERFUL FEEDBACK TO YOUR SCHOOL. TAKE YOUR TIME SO WE HAVE THE MOST ACCURATE INFORMATION.**

**Once you have completed the survey…***At this point it should be explained to students what they should do after they are finished the survey, i.e. complete other school work, read a book, etc.).*

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