

How to take a Student Survey



Dear Proctor:

Read the script in its entirety while displaying the student instructional slides. For the ***text in bold*** you will read it aloud to your students.

Today's Survey Part 1

- To better **support** you, your school and teachers would like to ask you some **questions** about **your experiences in school**.
- We would like to **learn more about you!** This survey will help your teachers and schools provide you with the **best education possible**.

Today, you are being asked to reflect on your experiences in school. To do this, you'll be asked to fill out one survey that focuses on helping you and your teachers learn more about how they can best support you. This survey will ask about your skills in life and in school, which are important for your school and teachers to understand so they can best support you in all aspects of school.

Please listen carefully while I give you some important directions.

[PAUSE FOR 5 SECONDS, say “STOP” PAUSE FOR ANOTHER 5 SECONDS AND GO TO NEXT SLIDE]

Today's Survey Part 2

- Only your teachers and school leaders will be able to see your responses, and these responses **will not be used as class grades.**
- We want you to **respond honestly**—there are no right or wrong answers!
- **Your voice is important**, so **thank you** for sharing about your thoughts and experiences.

The information collected in the survey will not be part of your grade or reflected on your report card in any way. Instead, you, your teachers and school leaders will use the information to better support you. So, please answer honestly.

Please raise your hand if you need any help, or if you have any questions. Because you are sharing your own thoughts and there are no right or wrong answers, I cannot provide you with responses to the questions. However, I can help you with any words or directions you don't understand. Are there any questions?

[PAUSE FOR 5 SECONDS, say “STOP” PAUSE FOR ANOTHER 5 SECONDS AND GO TO NEXT SLIDE]

- Under each question, you will see answer choices.

- Choose the best answer choice for you.

Rigorous Expectations & Safety

For the following questions, we are interested in learning more about how you think about your school. Please give us your honest opinions so that we can better understand your experience and work to make the school a better place.

How well do students follow the rules of your school? *

Choose

Not well at all

A little well

Somewhat well

Very well

Extremely well

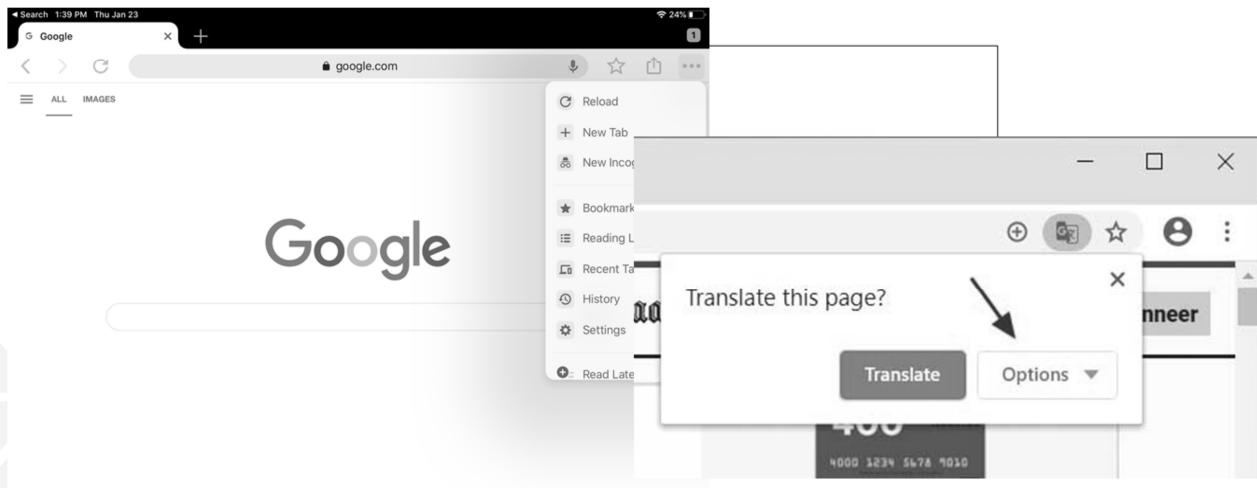
where you go to school? *

his school? *

Under each question, you will see answer choices. Answer the best answer choice for you.

Translation

If you need to translate the survey, click the drop-down menu in the top right corner.



If you prefer to take the survey in another language, click the drop-down menu in the top right corner and select the language that you would like to complete the survey in.

Read Aloud

Text to Speech



- Press and hold the Search key + select a line of text.
- Press and hold the Search key + drag the pointer over an area of the screen.
- Highlight the text and press Search+S.

If you prefer to have the survey read aloud to you, follow the instructions to enable this on your device.

How to Access Surveys

To access your survey(s), you will need an electronic device with internet access (laptop, computer, tablet, or smartphone, etc.).



Student Survey Grades 4-12

For the following questions, we are interested in learning more about how you think about your school.
Please give us your honest opinions so that we can better understand your experience and work to make the school a better place.

Next Clear form

You will be asked to answer a survey today. The information collected in this survey will not be part of your grade or reflected on your report card in any way. No one in the school will be able to see individual responses. Instead, you, your teachers and school leaders will use the information to better support you and improve our school environment. So, please answer honestly.

Please raise your hand if you need any help, or if you have any questions. Because you are sharing your own thoughts and there are no right or wrong answers, I cannot provide you with responses to the questions. However, I can help you with any words or directions you don't understand. Are there any questions?

[PAUSE FOR 5 SECONDS, say “STOP” PAUSE FOR ANOTHER 5 SECONDS AND GO TO NEXT SLIDE]

Step 1

Go to the following website (type it exactly as it appears):

<https://forms.gle/ALyiQSKhZ4BY7r1K9>

Make sure to check-in with
your teacher for the correct
link.

***To access the survey, please open your web browser now.
Type the website address on the board into your address bar
and load the page. Raise your hand if your page does not
load and you need help finding the website.***

[PAUSE FOR 5 SECONDS, say “STOP” PAUSE FOR ANOTHER 5 SECONDS AND GO TO
NEXT SLIDE]

Step 2

Make sure the information is correct.



Student Survey Grades 4-12

For the following questions, we are interested in learning more about how you think about your school.

Please give us your honest opinions so that we can better understand your experience and work to make the school a better place.

Next

Clear form

Please, confirm you are on the page titled “Student Survey Grades 4-12”

Step 3

- You will start with the questions.
- Read the first question.



Student Survey Grades 4-12

For the following questions, we are interested in learning more about how you think about your school.

Please give us your honest opinions so that we can better understand your experience and work to make the school a better place.

[Next](#)

[Clear form](#)

You will be starting your survey questions. Be sure to read each question and answer choices carefully.

Questions 1 & 2



What is your current grade level *

Choose ▾

What is your race? (mark all that apply) *

American Indian or Alaskan Native
 Asian
 Black or African American
 Native Hawaiian or Pacific Islander
 White
 I prefer not to answer

Next Clear form

The first two questions are information about you. If you aren't sure of the answer or need assistance with these two please, raise your hand.

After you have answered these two questions you will click next to go to the next section.

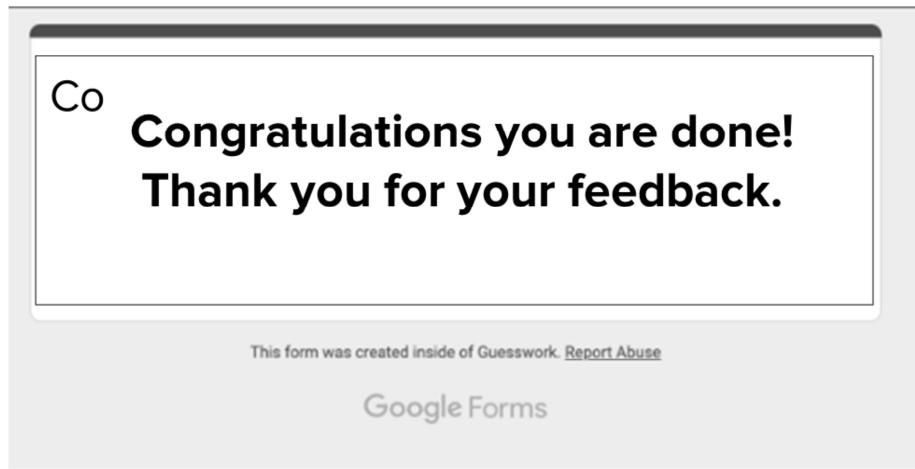
Step 4

- Choose an answer for each question. **Please do your best.**
- Click the **Submit** button at the bottom of the page once you are done.
- Please make sure you are completely finished before **Submit** submit.
- You **will not** be able to change your selections once you have submitted your answers.

After answering all of the questions, click the button at the bottom of the screen that says, “Submit.”

Step 5

When you have finished taking your survey, you will see this screen indicating you are all done!



When you see a final “Thank you” screen, it means you are done. Once you have completed your survey, you may read or work silently until all of your classmates have finished.