Teacher Administration Guide for Use with Student "How-To" Guide

Before the Survey

1. **Know the Information**

   a. Know the full name of the teacher(s) for whom you are administering the survey.

   b. Determine the Infinite Campus Portal web address for your District (fill in blank on Step 1 of Student How-To Guide and step 5 below).

   c. If not all students know their Campus Portal usernames and passwords, obtain them following district's guidance.

   d. Know your district's procedure for resetting student account passwords if needed.

2. **Prepare Materials**

   a. Make a copy per computer of *Student "How-To" Guide for Student Voice Survey* with your district's Infinite Campus Portal Web Address (fill in blank if needed before copying).

   b. If needed, make slips with Campus Portal username and password for each student.

   c. If desired, download the Student How-To Guide presentation from the Student Voice Toolkit.

Administering the Survey

1. **Review the Student How-To Guide presentation with students** (if desired)

2. **Instruct students to logon to the computer**

3. **Instruct students to open a web browser**

4. **Instruct students to complete Step 1-6 of the *Student "How-To" Guide***
   NOTE: Students may see more than one teacher listed – Make sure students choose the teacher for whom they are responding at this time. Students should not complete other surveys until asked.

   a. Provide accommodations for students during the survey

   b. Ensure each student has completed each step before moving to the next step.

   c. If any student cannot access their Infinite Campus Portal account, follow the procedure established by your district.

   d. Students should answer all of the survey questions to the best of their ability. If a student is unsure on a particular question, she may leave it blank. You may read a question to the student if needed.

5. **If students are responding for more than one teacher during this session, instruct them to complete Steps 3-6 of the *Student "How-To" Guide* as needed ONLY for teachers you request.**

6. **When they finish, instruct students to logoff the Campus Portal and the computer.**