



EFFECTIVE SCHOOLS FRAMEWORK

Diagnostic Survey Deployment

September 29, 2022

Agenda

- Introductions
- Accessing the Survey
- Communication
- Questions

Introductions

- **Amber Donell** - TEA Effective Schools Manager
- **Dora-Lee Lvovsky** - TEA Effective Schools Specialist
- **Krista Peake** - Center for Effective Schools
- **Anne Boswell** - Center for Effective Schools
- **Anthony Avery** - Center for Effective Schools
- **Joe Marks** - Center for Effective Schools



CENTER *for*
EFFECTIVE SCHOOLS

Introductions

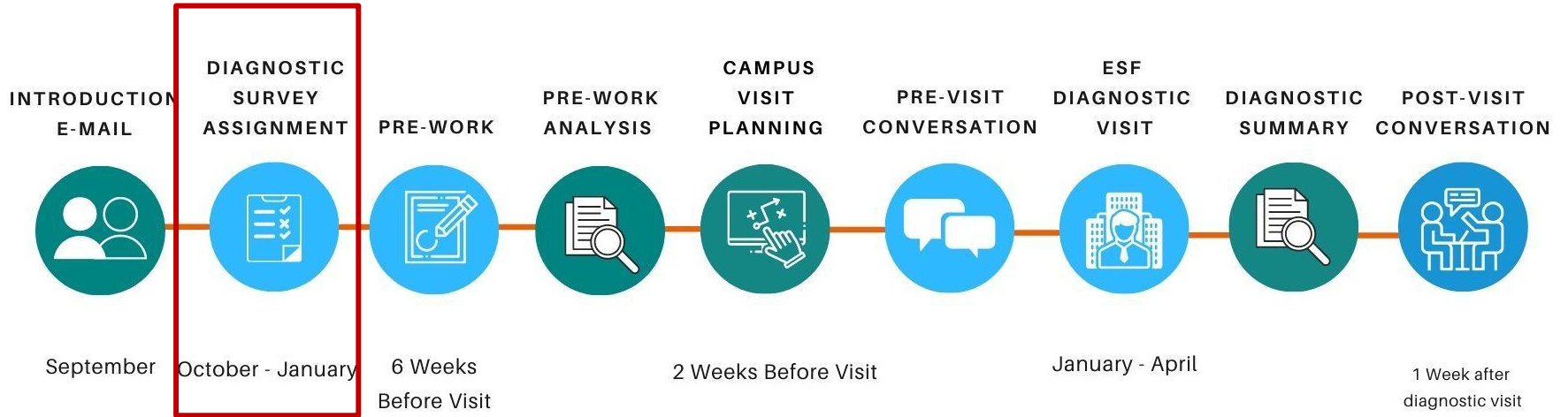
- **Danielle Boucher** - Panorama - Project Manager

ESF diagnostic surveys are managed using Panorama Education. Panorama deploys the diagnostic surveys and pulls the information into ESF aligned visual dashboards. This allows campuses and facilitators to move from interpreting data to taking action and improving student outcomes.



ESF Diagnostic Timeline

Facilitator Timeline



ESF Diagnostic Survey Purpose and Goals

The ESF Diagnostic Survey will serve as a critical component of the overarching ESF Diagnostic Process. The survey will:

- Include the critical perspective of key stakeholders (staff, students, families) in the ESF Diagnostic process.
- Provide clear and valid data from stakeholder perspectives to help the campus further understand their current practices relative to the 6 Essential Actions.
- Make the diagnostic process even more effective by using survey data to signal areas for deeper exploration and analysis.

Timeline

- **September 29th (9:00 - 10:30)**
 - *ESF Survey Coordinator and Facilitator Training (Virtual)*
 - *Panorama will be sending the session info via email to individuals indicated in the submission link*
- **October 10th - November 18th**
 - *Survey window opens for campuses. The ESF Facilitator will support response tracking and communication plan*
- **December/January**
 - *ESF Facilitator will email Survey Reflection Assignment and ensure DCSI/P attends training in January*

What will the surveys be measuring?

Survey Topics: Student

Surveys for [students in grades 3-12](#) will be **35 questions** long. Surveys will take about **10-15 minutes** to complete. Surveys will be available in **English, Spanish, Vietnamese, and Simplified Chinese**.

Topic	Sample Question
EA 1.1	How often do you see a campus leader in the hallways at school?
EA 2.1	How many of your teachers are good at teaching?
EA 3.1	How respectful are your teachers towards you?
EA 4.1	In your classes, how eager are you to participate?
EA 5.1	How clear do your teachers make classroom expectations?
EA 5.3	How often do your teachers take time to make sure you understand the material?

Survey Topics: Teachers & Staff

Surveys for [teachers](#) will be **61 questions** long and take about **21 minutes** to complete. Surveys for [non instructional staff](#) will be **29 questions** long and take about **10 minutes**. Surveys will be in English and in Spanish.

Topic	Sample Question
EA 1.1	How often do campus instructional leaders focus on student progress and formative data?
EA 2.1	Overall, how clear is the selection and hiring process used by the campus?
EA 3.1	How many staff can articulate the school's mission, vision, and values?
EA 4.1	How frequently do you collect student data?
EA 5.1	How well do schoolwide culture routines maximize instructional time?
EA 5.3	How often is overall student achievement analyzed at your school?

Survey Topics: Family

Surveys for **families** will be **43 questions** long and take about **15 minutes** to complete. Surveys will be available in **English, Spanish, Vietnamese, and Simplified Chinese**.

Topic	Sample Question
EA 1.1	How well do administrators at your child's school create a school environment that helps children learn?
EA 2.1	How confident are you that the leaders of this school hire effective teachers?
EA 3.1	How easy is it for you to access your school's written practices and policies?
EA 4.1	How motivating are the classroom lessons at your child's school?
EA 4.2	In your student's classes overall, how engaging is the reading material?
EA 5.1	How strong are the relationships your student's teachers build with your student?
EA 5.3	How confident are you that teachers are tracking what your student has learned?

How will the surveys be administered?

Survey Logistics

Method	Surveys will be completed online and are completely anonymous . Background questions will be gathered to analyze results based on demographic characteristics.
Access	Schools will appear in dropdown menus behind the following links: <ul style="list-style-type: none">● Students : surveys.panoramaed.com/esf/2022student● Teacher: surveys.panoramaed.com/esf/2022teacher● Non-Instructional Staff: surveys.panoramaed.com/esf/2022staff● Family: surveys.panoramaed.com/esf/2022family
Device	Surveys can be taken via any Internet connection and will run on any web browser (Safari, Chrome, etc.). Survey-takers may use desktops, laptops, netbooks, Chromebooks, tablets, and/or mobile devices.
Accommodations	All appropriate and available accommodations can be used to assist students with disabilities and English Language Learners.
Languages	Student Survey: English, Spanish, Vietnamese, Simplified Chinese Staff Survey: English & Spanish Family Survey: English, Spanish, Vietnamese, Simplified Chinese

Access Codes

English

Exit

PANORAMA
EDUCATION

Welcome! Click "Take this survey" to begin.

ESF Grades 3-5 Student Survey

Select

Take this survey

Select

- Abbottston Elementary School
- Academy for College and Career Exploration
- Achievement Academy at Harbor City High School
- Afya Public Charter School
- Alexander Hamilton Elementary School
- Angela Y. Davis Leadership Academy

Step 1: Visit the survey link.

Step 2: Select your campus from the dropdown list.

Step 3: Click "Take This Survey"

Step 4: Complete the survey

Step 5: Click Submit

Online Survey-Taking.



A green arrow points to the language selection dropdown menu. The menu is open, showing the following options: English (checked), Español (Spanish), Tiếng Việt (Vietnamese), and 简体中文 (Simplified Chinese). The ESF logo is visible to the right of the menu. Below the menu, the text "Demo Survey" and a paragraph of introductory text are visible.

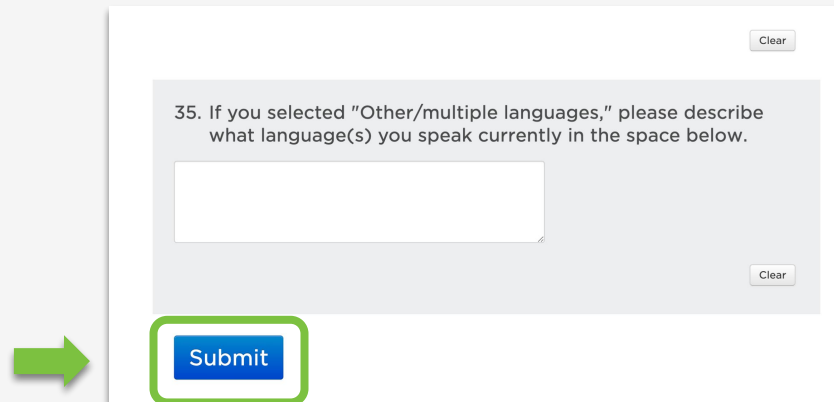
English
Español (Spanish)
Tiếng Việt (Vietnamese)
简体中文 (Simplified Chinese)

ESF

Demo Survey

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.

Step 5: Select a language.



A green arrow points to the "Submit" button. The screenshot shows a survey question: "35. If you selected 'Other/multiple languages,' please describe what language(s) you speak currently in the space below." Below the question is a text input field. To the right of the input field is a "Clear" button. Below the input field is a "Submit" button, which is highlighted with a green box.

35. If you selected "Other/multiple languages," please describe what language(s) you speak currently in the space below.

Submit

Step 6: Answer the survey questions.

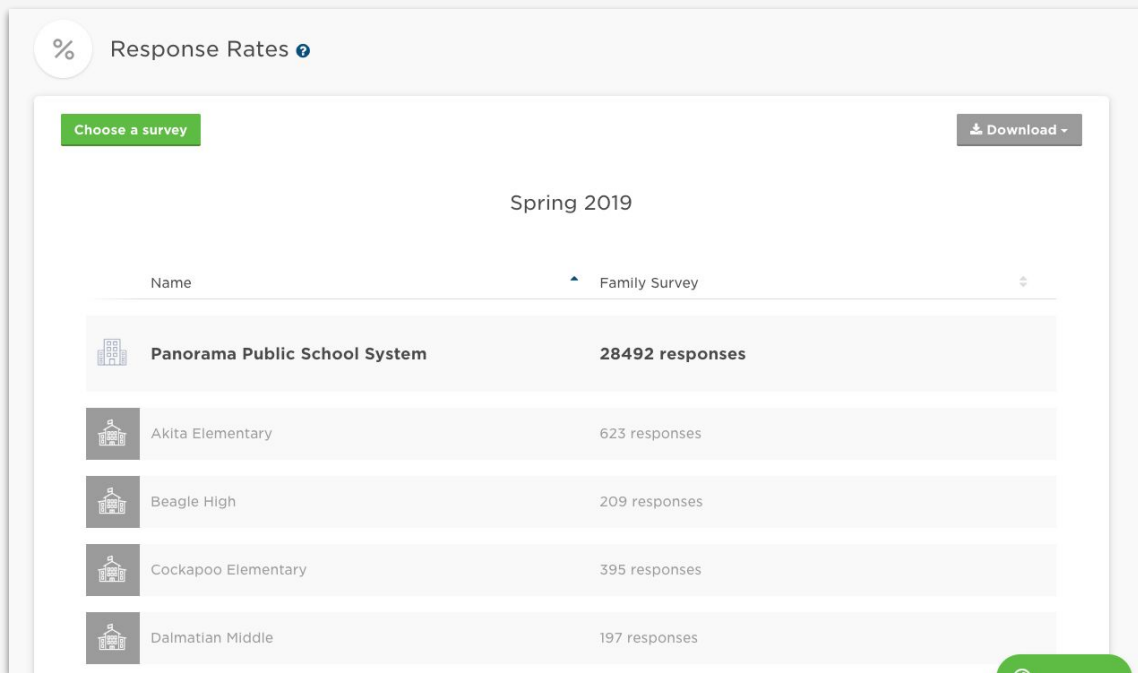
Step 7: Click "Submit."

Student Survey Scheduling

- ❖ **Date(s) of administration:** Choose which day or days surveys will take place at your campus.
- ❖ **Plan for accommodations:** At a minimum, teachers should provide the same accommodations for students with disabilities or English Language Learners that they are eligible for when taking state or district assessments.

Tracking Responses

You will have access to a **Response Rates Dashboard** that will allow you to track how many students, staff members, and families at your school have completed their surveys.



Next Step: Survey Communication and Tracking Spreadsheet (Facilitator Use Only)

Directions: DCSI/Principal completes communication Plan, identifying the number of stakeholders and three methods of communication or outreach to achieve prime response rates. Survey Coordinators must be DCSI and Principal. Please list the main contact first.

Campus Name		CDN	
Survey Coordinator			
Survey Coordinator Email			
Survey Coordinator			
Survey Coordinator Email			

Use this page to identify your communication and deployment plan.

Survey Types	#	3 Methods of Outreach or Incentives
# of Students Grades 3 - 12		
# of Teachers & non-instructional staff		
~ # of families		

Registration team to provide accurate numbers and potential methods of Teachers/Staff 100% completion, Families 60% completion.

Survey Coordinator	
Survey Coordinator Email	

Use this page to identify your communication and deployment plan.

Week	# of Students	# of Responses	%	# of staff	# of responses	%	# of families	# of responses	%
October 11th - 15th									
October 18th - 22nd									
October 25th - 29th									
November 1st - 5th									
November 8th - 12th									
November 15th - 19th									

Tips for Increasing Response Rates

- ❖ Explain to your stakeholders the purpose for collecting their feedback and how the feedback will be used.
- ❖ Consider incentives appropriate for your schools/communities to encourage survey participation (e.g., pizza party for classes with 100% student/or family completion).
- ❖ **Student Surveys:** Ensure all relevant school staff know when, where, and how they are to administer surveys to students (see [Coordinator Checklist](#) and [Proctor Guide](#)).
- ❖ **Staff Surveys:** Provide staff with time to complete their surveys during a faculty meeting or other pre-scheduled time.
- ❖ **Family Surveys:** The family survey link can be texted, emailed, printed on a letter and shared in a variety of ways.

What is a “good” response rate?

- ❖ Given the survey window, campuses should aim for the following goals:
 - **Students:** 80%
 - **Teacher/Staff:** 95-100%
 - **Family:** 20% (more important is that it’s representative of your community)
- ❖ As you utilize this data for the ESF diagnostic process, you’ll want to be confident that it captures the voices of your community robustly and in a representative way.

FAQs

- ❖ **How much time should we budget for student surveys?**
 - We recommend budgeting about 30 mins. to ensure there is enough time for students to access the survey and answer any questions.
- ❖ **Are survey responses saved partway through the survey?**
 - Responses are only saved when the blue submit button is clicked. Any surveys that are started should be completed in one session.
- ❖ **What if the browser crashed before the survey was completed?**
 - If a “Thank you” screen did not appear, the respondent should retake the survey.

FAQs Cont'd.

❖ **Where is my school in the dropdown menu?**

- Your school name may appear differently from how it is typically referred to (e.g. it may be “Jane Long MS (Houston ISD)” instead of “Long Middle School”. Please also confirm that the district name in parentheses after the school name is yours.
- If you have any questions about which campus is yours, please email support+esf@panoramaed.com

❖ **Should families complete surveys for all of their students?**

- To be respectful of parent/guardians' time, we encourage families to complete one survey per school that their student attends. If a parent/guardian has two students in the same school, they should complete the survey based on the experiences of the older student.

**How can data be used following the
survey administration?**

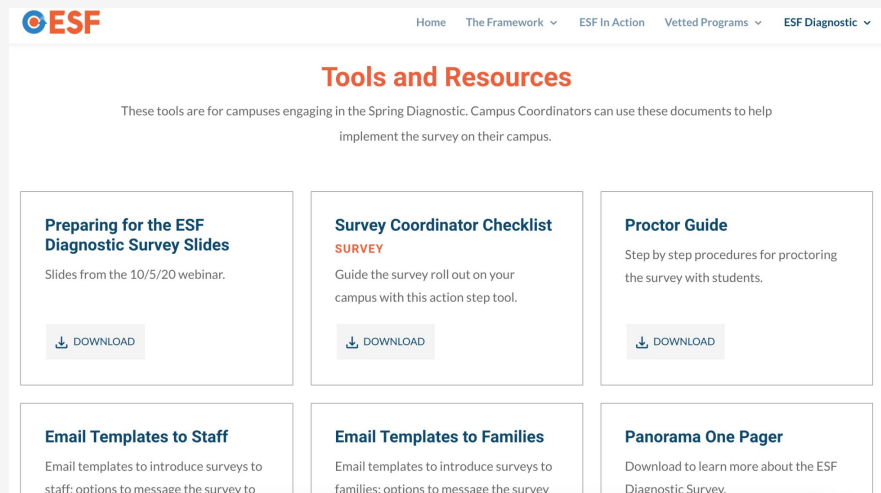
Ongoing Support

Panorama Education is available to provide ongoing support throughout this initiative. **Please contact Panorama at support+esf@panoramaed.com for any support you may need.** This could include, but is not limited to:

- ❖ General questions about the survey initiative.
- ❖ Technical questions or difficulties related to survey administration.
- ❖ Assistance in understanding Panorama's platform and your school's results.

Tools to Support Implementation

- ❖ Please find a suite of resources at <https://texasesf.org/esf-diagnostic-survey/>
- ❖ Resources available include:
 - **Survey Coordinator Checklist**
 - **Student Survey Proctor Guide**
 - **Email Templates to Staff and Families**



The screenshot shows the ESF website's 'Tools and Resources' page. The page features a navigation bar with links for Home, The Framework, ESF In Action, Vetted Programs, and ESF Diagnostic. The main heading is 'Tools and Resources', followed by a sub-heading: 'These tools are for campuses engaging in the Spring Diagnostic. Campus Coordinators can use these documents to help implement the survey on their campus.' Below this, there are six resource cards, each with a title, a brief description, and a 'DOWNLOAD' button with a download icon.

Resource Title	Description
Preparing for the ESF Diagnostic Survey Slides	Slides from the 10/5/20 webinar.
Survey Coordinator Checklist	Guide the survey roll out on your campus with this action step tool.
Proctor Guide	Step by step procedures for proctoring the survey with students.
Email Templates to Staff	Email templates to introduce surveys to staff: options to message the survey to
Email Templates to Families	Email templates to introduce surveys to families: options to message the survey
Panorama One Pager	Download to learn more about the ESF Diagnostic Survey.

Technology Preparation

- ❖ To ensure that email messages arrive in staff members' inboxes and are not caught in your district's email filters, please **allow the following domain names in your district's email system:**
 - panoramaed.com
 - mail.panoramaeducation.com
 - email.panoramaed.com
 - panoramaeducation.com

- ❖ To ensure users are able to access the online survey website, please **allow the following domain names in your district's firewall, web filtering software, and any other systems** that your district uses to control access to the Internet:
 - panoramaed.com
 - surveys.panoramaed.com
 - panoramaeducation.com

Next Steps

- ❖ **Review and begin completing** the [Coordinator Checklist](#).
- ❖ **Share** survey information from this training with relevant staff at your school in your next PD or morning meeting.
- ❖ **Be on the lookout** for additional communications from TEA and Panorama leading up to the survey window, including an email providing you with access to your school's Response Rate Dashboard.

Questions?

Panorama's Support Team for Future Questions:
support+esf@panoramaed.com