



Panorama Survey Coordinator Checklist

Week-by-Week Guide for Administering Surveys

Before Survey Administration		
Timing	Logistics	Communications
2-3 weeks before launch	<ul style="list-style-type: none"> <input type="checkbox"/> Attend or watch Panorama survey coordinator training. <input type="checkbox"/> Review resources and materials provided by Panorama. <input type="checkbox"/> For student surveys: Determine which day(s) during the survey window your school will administer its surveys. <input type="checkbox"/> For student surveys: Determine which period(s) during the day your school will administer its surveys (e.g., during homeroom or a particular course). <input type="checkbox"/> For student surveys: Determine who will proctor the surveys (e.g., the teachers of the period you chose, other school support staff). <input type="checkbox"/> For student surveys: Create an accommodations plan for English Language Learners and Students with Disabilities <i>NOTE: Students should receive the same accommodations they receive during any other assessment.</i> 	<ul style="list-style-type: none"> <input type="checkbox"/> Share relevant survey information with school staff (e.g., purpose of collecting stakeholder feedback, topics included in the survey instruments, survey administration details). <i>PRO TIP: Use pre-existing meeting time.</i> <input type="checkbox"/> Notify students and families about the survey initiative. <input type="checkbox"/> For student surveys: Begin building excitement for and engagement with the survey initiative (e.g., Student Voice Counts poster campaign and discussion guides).
1 week before launch	<ul style="list-style-type: none"> <input type="checkbox"/> Consider what incentives may be appropriate for your school community to encourage survey completion (e.g., pizza party for certain milestones in responses). <input type="checkbox"/> For student surveys: Distribute proctor resources to staff who will 	<ul style="list-style-type: none"> <input type="checkbox"/> Send reminder communications to staff about survey purpose and key administration details. <input type="checkbox"/> For student surveys: Ensure staff know the when, where, and how for survey administration.



	<p>be administering the survey.</p> <ul style="list-style-type: none"> ❑ For student surveys: Ensure students will have the computers/technology they need to complete the surveys during the designated period(s) (e.g., <i>Do they need to go to a computer lab? Do you need to bring chromebooks into classrooms?</i>). ❑ For family surveys: Determine whether there is a day/are days during the survey window when your school can set up computer stations to encourage survey completion. ❑ For staff surveys: Determine whether there is a pre-existing meeting/are meetings during which staff can complete their surveys. 	<ul style="list-style-type: none"> ❑ For student surveys: Continue building excitement among students and fielding any questions. ❑ For family surveys: Provide staff with templates that can help them communicate the purpose of and build engagement with the survey.
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During Survey Administration		
Timing	Logistics	Communications
Launch/first week of launch	<ul style="list-style-type: none"> ❑ Begin using your Response Rate Dashboard to track the number of responses to each survey. ❑ For student surveys: Ensure your pre-determined schedule is on track. 	<ul style="list-style-type: none"> ❑ In collaboration with Panorama, share survey access codes. ❑ Check in with staff to ensure that there are no issues or questions.
Weeks 2+ after launch	<ul style="list-style-type: none"> ❑ Continue using your Response Rate Dashboard to track the number of responses to each survey. ❑ On at least a week-by-week basis, determine if any interventions need to be taken to increase survey completion. 	<ul style="list-style-type: none"> ❑ In collaboration with Panorama, send regular reminder communications to stakeholders. ❑ Check in with staff to ensure that there are no issues or questions.