

**ESF Diagnostic Student Survey: Proctor Instructions**

**Your Role as Proctor**

You can help your school gain high-quality data by setting a positive tone for students and creating an environment that makes students feel comfortable while they complete their surveys. We encourage you to give your students space while they are working. You can help students if there are words or questions they don’t understand. Please visit the link below in advance of the survey so that you can see how your campus name appears. It should include the school name followed by the district name. You may need to look for different versions of the school name-- *For example: Rosa Parks Elementary School (District ISD) or Parks Elementary (District ISD).*

**Proctor Instructions**

1. Seat students so that they have enough space between them to feel confident other students won’t see their responses.

2. Make sure students have a device that has internet access (Chromebook, tablet, computer, smartphone, etc.). Students can access the survey on any browser.

3. Please write the survey link on the board:

**a. surveys.panoramaed.com/esf/student**

4. Students should select their school. Please assist any students who are having trouble locating their campus.

5. Once selected, students can select “Start Survey”

**Proctor Script**

Today, you are being asked to reflect on your experiences in school. You will complete a survey that will help your teachers and school leaders learn more about how they can best support you. Please answer honestly, as the information you provide is meant to help the school improve. The survey(s) is completely anonymous, which means your responses cannot be connected back to

you in any way.

As you complete the survey, please let me know if you need help or 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 survey questions. However, I can help you with any words or directions you don’t understand.

Are there any questions at this time?

Please listen carefully while I give you some important directions. To access the surveys, please open your web browser now. Type the website address on the board *(point to correct* link *referenced above)* into your address bar and load the page. Raise your hand if your page does not load or if you need help finding the website.

You will see a dropdown menu. Please select the correct school from the menu. Our school name is (*share school name).* ***Note that some students might think of their school as “Park Elementary School”, for example, but it may be formally shown in the dropdown as “Rosa Parks Elementary School (District ISD)”.***

If you prefer to take the survey in a language other than English, you may select an alternate language from the dropdown list in the top left corner of the page.

Please click the “Start Surveys” button to be taken to your survey. After answering all of the questions, click the blue button at the bottom of the screen that says “Submit.” **If you do not click the “Submit” button, your responses will not be saved.**

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

**Frequently Asked Questions**

**How much time should I budget for administering the student survey?**

We recommend budgeting 20-30 mins. to ensure there is enough time for students to access the survey and answer any questions.

**What if a student can’t access the survey?**

Double check that the student is entering the link correctly and choosing the correct campus.

**I think a student completed the survey for the wrong campus. What should I do?** Please have the student re-take the survey for the correct campus. Additionally, please email **support+esf@panoramaed.com** with the approximate time the wrong survey was taken, grade level of the student, and the incorrect campus. We should be able to remove that response.

***For any other questions, please contact Panorama at support+esf@panoramaed.com.***