

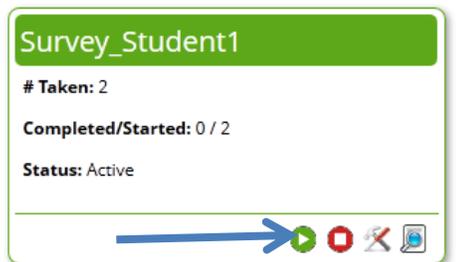


Survey Instructions for Teachers Administering through CFS

Thank you for administering the student survey in Classroom for Success (CFS). Please follow the directions below. If you have any questions, please connect with your site survey coordinator. You can also email tequestions@mpls.k12.mn.us.

Starting your survey (prior to administration)

1. Log into Classroom for Success using your district login, and click on the “survey dashboard” tab.
2. Select the survey you want to give your class. You can choose any survey and language you would like, **but the survey you select must be given to your entire class.**
3. Click the “start” button.



Administering the survey

1. Help students log into CFS
2. Help students find the survey tab on their CFS homepage and click on the appropriate survey
3. Help students select your/the correct teacher’s name from the drop down menu
4. Ask students to wait at the front page of the survey. Verify that your/the correct teacher’s name is on the screen of the students before they begin
5. Read opening Script (choose appropriate word where options are provided):

“Thank you for taking the time to answer questions about your experience in this (class/ teacher’s name’s class). Your answers will be (confidential/ secret). This survey will give (me/ teacher’s name) important information about your experience. Please make sure you only say what you really think. If you do not have an answer or do not want to answer, you can skip any question.”

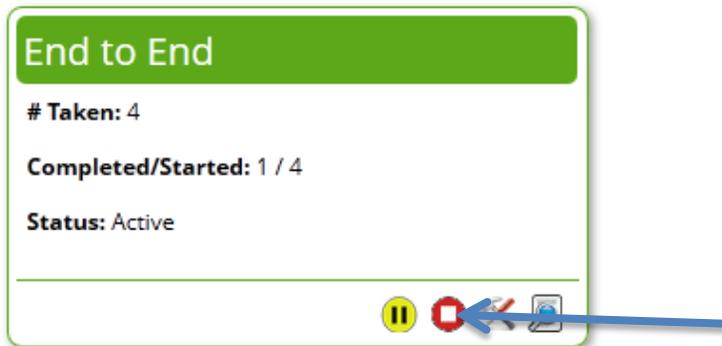
6. Ask students to click “next” to begin the survey
7. Once students are complete have them click “submit survey” and “Yes” to confirm. Then click “Close Survey” to finalize.

Important Administration Guidelines:

- You **may** read answers out loud and repeat questions to students as necessary.
- Please **do not rephrase any questions**. If students do not understand, please advise them to skip the question. **Rephrasing the question changes the survey.**
- If you need a list of your students CFS logins and passwords; in CFS, go to Reports > Enrollments > Select Student Usernames & Passwords. Or connect with your site survey coordinator or media specialist for help.

Completing the Survey and Reviewing Results

1. Log into Classroom for Success using your district login, and click on the “survey dashboard” tab.
2. Press the red “stop” button. **Once you stop the survey, it cannot be restarted. If you only want to pause, press the yellow “pause” button.**



3. The “Play” and “stop” buttons will become a reporting icon once the survey is closed. Click on this icon to access your survey results.



This is what the icon looks like.

4. Results show overall favorability, favorability by construct (question group), and by individual question. Favorability means percentage of positive (more than neutral) responses.

