

2022 SREB MMGW Student Survey Instructions

Overview

The SREB Making Middle Grades Work (MMGW) Student Survey is designed to provide schools with critical information regarding students' middle grades experiences. The Student Survey is administered online to all or a random sample of 60 or more 8th-grade students. Among other topics, the survey collects information on the transition to high school. This includes classroom instructional experiences in core content areas, extra help, career exploration and guidance and advisement. Please use the directions below to prepare for and administer the survey.

In addition, there is an online Teacher Survey that teachers in your school will be expected to complete. The focus of the Teacher Survey is on school improvement, professional development, instruction and support for students.

Administration Window

The survey window will run from **Tuesday, February 1 through Friday, March 11, 2022**. Schools may administer the student survey at any time during this window. All survey entries must be recorded by the final deadline of March 11. The survey takes approximately 20 minutes to complete.

Survey Links:

The student survey will be available at the following link beginning on Tuesday, February 1:

<https://survey.alchemer.com/s3/6706595/2022-MMGW-Student-Survey>

Technology Requirements

To complete the survey, each student will need access to a school computer or tablet that has a Web browser and Internet access. We recommend using Google Chrome, Mozilla Firefox or Microsoft Internet Explorer for the speediest experience. If participating in the survey on a mobile device, we recommend up-to-date versions of built-in mobile browsers such as Safari, Android and IE for Mobile.

Participants

All 8th-grade students can participate in this survey. However, if your school would prefer to select a random sampling of at least 60 8th grade students to take part in the survey, please contact Joseph Tadlock (joseph.tadlock@sreb.org) and she will provide you with the resources and information to do so upon request.

Scheduling

The student survey will take approximately 20 minutes to complete, excluding time needed for instructions and assisting students with the log-in process. First, determine the resources your school has available to administer the survey. This should include the number of computer labs or other locations (virtual or face-to-face) available and the number of computers or devices in each location. Second, determine how many sessions you will need for all students to complete the survey given the resources available.

Third, schedule an appropriate number of sessions based on the resources available. While the survey can be completed any time during the survey window, it is recommended that it be completed on school grounds OR under adult supervision during a virtual time slot (ex: home room, specific time slot during a period, in all English classes, etc.). Therefore, you will need at least one survey proctor in every location and session. You will also need to schedule a make-up session for any students who miss their scheduled survey administration time and are expected to return to school within five days.

Fourth, record each student's session number and location (if applicable) on the Student Roster Form, which is an Excel spreadsheet that is included in your administration materials folder.

*Completing the **Optional** Student Roster Form*

The Student Roster Form is an Excel document that can be used to document all participating students, assign each student a unique Access Key, and record the survey completion status for each student. If you would like to anonymously track the students who complete the survey, you will need this form. Otherwise, you can instruct students to skip this question on the survey. The Student Roster Form is for your school's use only and will not be submitted to SREB.

First, record your school's name and the name of the survey coordinator who will be responsible for preparing for and administering the survey. Second, record the name of each survey participant in Column B next to the unique Access Key number to be assigned to each student in Column A. Students will need this unique Access Key number to log in to the survey.

After you complete the survey administration schedule, use Columns C and D to document the session number and location for each student (if applicable). Use Column E to note that each student has arrived for the survey. Use Column F to note that a student has completed the survey. Column G can be used for any additional information that needs to be documented.

After completing the survey, keep your completed Student Roster Form. This roster is the only record of survey participants. You may need to refer to it in the event SREB has a question about the responses received. **You do not need to return this form to SREB, as we do not collect any student information.**

Informing Students

After completing the Student Roster Form and setting the survey administration schedule, inform each student about the survey. You will need to let students and teachers/proctors know the time and location of the survey, along with any additional information needed for the survey process. A sample letter to parents is included on page 5 of this document if you would like to inform parents of the student survey.

Preparing Student Log-In Information

Each student must select your school's name from a drop-down menu and enter his or her unique Access Key to log in to the survey. If this information is entered incorrectly, the student's results will not be included in your school report.

Your school may choose how to inform students of their Access Key number. However, SREB recommends creating an index card for each student that contains the following information: student name, school name as it will appear on the survey and Access Key number. These cards can be provided to

each student as he or she arrives to participate in the survey, or an electronic version can be sent via email or e-learning systems ahead of time to students participating virtually. The link to access the survey can also be included in the email or message portal should schools choose to do so.

Student Survey Administration

Throughout the Student Survey administration process, please keep the following in mind:

- Teachers may only clarify the intent of survey questions. Teachers may not provide students with the answers. Teachers are not to ask students how they answered survey questions and are not to review student responses.
- If administering virtually, students can screenshare with proctors or their teacher as needed to troubleshoot any technical issues that may arise during the process.
- Students may go back to previous pages in the online survey and update existing responses until the survey is finished or until they have exited the survey. After the survey is finished, the student will not be able to re-enter the survey.
- Students are required to answer all questions in the survey.
- The quality of information your school will receive is dependent upon the seriousness with which the survey is administered and completed. For SREB to provide accurate and holistic survey results, your school must emphasize the importance of all students fully and accurately completing the survey.

Contact Information

If you have any questions about the 2022 SREB Middle Grades Student Survey or its administration, experience difficulties with the online survey, or need to provide information to SREB, please use the contact information below.

Joseph Tadlock
Senior Analyst
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404-879-5592

Student Survey Administration Checklist

As soon as possible:

- Determine the students who will participate, selecting a random sample if necessary.
- Reserve the appropriate room(s) or virtual time slots for the date(s) and time(s) of the survey.
- Inform students, teachers and parents (if necessary) about the survey.
- Complete the Student Roster Form.

A few days before the survey session:

- Remind teachers and students of the date, time and location (if applicable) of survey session(s).

- Prepare index cards with each student’s name, school name as it will appear on the survey and the student’s unique Access Key number from the Student Roster Form. These cards can be distributed as you are checking students in to the survey administration area.
- If students will be completing the surveys virtually, please ensure that they receive their Access Key and the link to access the survey ahead of time – the best way to do this is up to the school. Access Keys and access links can be sent via email to each student or distributed through any virtual learning portals that your school may use. You can also give teachers a selection of Access Keys and have them distribute them to their students on the day of the survey.

One hour before the session:

- Set up the computer lab, media center or other computer area that you will use to administer the survey. If students are completing the survey virtually, the same instructions apply:
 - Turn on each computer and log on.
 - Connect each computer to the Internet using your Web browser.
 - Using the Web browser, access the survey on each computer using the link provided above.

During the session:

- Students should log in and start the survey as soon as they are seated. Assist students with the log-in process as needed.
- You may only clarify the intent of survey questions. You may not provide students with the answers or review their answers.

At the end of the session:

- As students reach the last page of the survey, they will be prompted to submit the survey and raise their hand or notify the survey proctor that their survey is complete. As students finish the survey and raise their hands, walk to their computer stations and check Column F on the Student Roster Form to indicate they have completed the survey. Verify that the students have clicked the “Submit” button. If they have, you should see the landing page of the survey that says “thanks for completing.” This means the survey is ready for the next participant. If administering virtually, you can ask students to take a picture of their submission page to verify to their teacher or the proctor that they have completed the survey.
- Important:** Arrange a make-up session for absent students who are expected to return to school within five days.

Sample Letter to Parents

To: Parents of Students Selected to Participate in the 2022 SREB MMGW Student Survey

From: [Principal or Site Coordinator’s Name]

Date: [Date]

Subject: Purpose and Importance of the SREB Student Survey

Congratulations! Your eighth-grade child was selected to participate in the 2022 SREB Making Middle Grades Work (MMGW) Student Survey. This opportunity allows your child to be a vital part of our school improvement process and gives them a voice in the educational opportunities at [school name].

Our school is part of a network of middle schools that is working to improve the academic services we provide students. Our goal is to help all students learn the challenging material in middle school that they will need to be prepared for high school.

The 2022 SREB Student Survey explores classroom experiences of eighth-grade students and provides benchmark measures to determine the extent to which each school has implemented the research-based Key Practices advocated by the Southern Regional Education Board.

The 2022 SREB Student Survey is a Web-based survey designed to provide schools with critical information regarding students' experiences in middle school. The survey is administered online to all eighth-grade students. Among other topics, the survey collects information on the transition to high school; classroom experiences; English/language arts, mathematics and science experiences; extra help; and guidance and advisement.

The schedule for your child's participation in the 2022 SREB MMGW Student Survey is listed below:

Date: [Day and date of the survey administration]

Time: [Time student should arrive]

Location: [Location where survey will be administered]

A special announcement will be made to remind your child to come to these school locations for the survey administration. The 2022 SREB Student Survey results support the school improvement efforts at our school.

Sincerely,

School Principal