**District Administrators and Accountability Coordinators:**

**Frequently Asked Questions**

*District Administrators and Accountability Coordinators are encouraged to return to this document regularly as updates will occur as questions are proposed and addressed.*

**Access to Surveys**

1. **Q:** **When will surveys be available in MyJourney?**

**A:** Surveys will open on February 15.

1. **Q:** **Where do I login to MyJourney?**

**A:** On the [MyJourney login page](https://myjourney.advanc-ed.org/login) (<https://myjourney.cognia.org/login>), existing users can select reset password and receive an email with directions. If difficulties obtaining access continue, contact Cognia Client Care at [clientcare@cognia.org](mailto:clientcare@cognia.org) or 888-413-3669.

As it relates to an account with PII access, all heads of institution and designated accountability coordinators have been assigned PII permissions by Cognia (as directed by the Idaho State Department of Education). All users with Administrator permissions can add or edit users to their respective institutions, as well as grant PII permissions. Users requiring PII permissions outside of the state provided list must contact their head of institutions to grant this permission.

**Student Rosters**

1. **Q:** **Will rosters of students be just one grade level per school?**

**A:** Rosters will be for all grade levels for the school.

1. **Q:** **Is there a provided means for schools to distribute the login information to students, or do districts/schools have to generate those themselves?**

**A:** Student Rosters can be downloaded by users with PII permissions from either the district or schools’ accounts in the surveys module. If downloaded from the district account, the student roster report will show login information for students from all institutions within that district. If downloaded from the school’s account, the student roster will show login information for the school.

1. **Q:** **Are the last three letters of last name case sensitive as part of the login process for students?**

**A:** The entry of the first three letters of the last name on the Student Login dashboard is not case sensitive.

1. **Q:** **How are changes to student information in rosters handled?**

**A:** The school’s survey coordinator should contact the school principal or district test coordinator to add/update students in the school roster. School principals and district test coordinators can update student information in the statewide roster by using the roster change template in the surveys module. Student roster change requests will only be processed by Cognia when received from principals or district test coordinators.

1. **Q:** **At the district level, is there the ability to download the complete roster for each school?**

**A:** A comprehensive roster for the entire district can be downloaded from the surveys module. Within the roster the district filter by institution to see just the students for a specific school.

1. **Q:** **Can principals give rights to access the roster to others’ to manage?**

**A:** Principals have the ability to assign PII permissions from the Manage Users tab in the surveys module. Once PII permissions are granted, the user will be able to access and download the student roster.

**Student Participation**

1. **Q:** **Does the student have to be in attendance on the first day of the survey or anytime during the administration of the survey?**

**A:** The student can take the survey anytime during the administration window.

1. **Q:** **Which students within the state are to take the survey?**

**A:** The Idaho Student Engagement Survey is to be administered to all students grades 3 – 12.

1. **Q:** **What if a school serves 6th grade as well as grades 3-5?**

**A:** Upon logging into the survey, the 6th grade students will receive the middle school survey. If an elementary school has a 6th grade, they will see an Elementary school survey for their grades 3-5 as well a middle school survey to administer to their 6th graders.

1. **Q:** **Do CTE centers have to participate in the survey?**

**A:** No, students are being surveyed in their home schools.

**Student Accommodations for Students with Disabilities or Limited English Proficiency**

1. **Q:** **Can the survey be translated into other languages?**

**A:** The survey currently has an option to convert to Spanish.

1. **Q:** **Where can information on special education accommodations be accessed?**

**A:** Visit the ISDE web site (<https://www.sde.idaho.gov/assessment/surveys/>) where there is published an administration guide that includes a section on recommended student accommodations.

1. **Q:** **What special education accommodations are available for students who take the Idaho alternative assessment?**

**A:** The students should participate in the survey with appropriate accommodations as outlined in their IEP. The administration guide published on the ISDE web site (<https://www.sde.idaho.gov/assessment/surveys/>) also provides support information for accommodations. Discussions are ongoing to provide additional supports in the future for students with disabilities that take the ID alternative assessment.

**Data, Results and Reporting**

1. **Q: Are student responses anonymous?**

**A**: All answers by the student are aggregated for reporting and kept private. No single student’s answers are shared with the school or able to be traced back to individual students on any reporting available. Only aggregated data is reported to schools, districts and the state.

1. **Q:** **Will schools serving grade ranges covered by different surveys (for example a school serving grades 3-6) have their data disseminated by survey type or will it be in one file for the school?**

**A:** Separate reports will be provided for grades 3-5, 6-8 and 9-12.

1. **Q:** **Will the report show completion status by student?**

**A:** The student roster report will show assignment to each student and will update with a submitted status and completion date as students complete their individual surveys.

1. **Q:** **If a student takes the survey at another location, will his/her results still be counted with his home school population?**

**A:** The results will be captured under the school they are attached to in the roster file.

1. **Q: Can student responses from previous years’ surveys be downloaded?**

**A:** The student responses from previous years are not available for download.