

Cognia Student Engagement Survey Administration Guide

COGNIA



Table of Contents

Introduction	1
General Survey Information.....	2
About the Measure	2
Preparing for Administration.....	3
Pre-survey Considerations	3
Technical Requirements.....	3
Text Complexity Analyses.....	4
Recommendations for Student Accommodations.....	4
Survey Administration Process	6
Logging In to Surveys	6
Identifying Surveys on the Surveys Landing Page	7
Accessing the Student Roster.....	8
Requesting Updates to the Student Roster.....	10
Submitting Roster Change Requests in the Survey Platform	10
Preparing Teachers and Students for Survey Administration.....	11
Accessing the Student Portal	12
Completing and Submitting the Survey.....	13
Monitoring Survey Completion.....	15
Managing Survey Platform Users and Permissions.....	18
Survey Results	21
Downloading a Basic Summary Report.....	21



Introduction

This document is designed to guide Idaho schools and districts through the statewide administration of the 2022–23 Student Engagement Survey. The survey administration window set by the Idaho State Department of Education (ISDE) for the 2022–23 school year is as follows.

Survey Administration Start Date: February 15, 2023

Survey Administration End Date: March 31, 2023

Throughout this guide there are references to additional tools and resources, all of which are available on the Cognia Idaho partnership page at: isde.onlinehelp.cognia.org.

If at any point questions should arise during the survey administration process, please contact Cognia™ Client Care at 888.413.3669 or clientcare@cognia.org. Questions regarding the use of survey results in accountability should be referred to ISDE at 208.332.6800 or assessments@sde.idaho.gov.



General Survey Information

About the Measure

The Cognia® Student Engagement Survey was designed to measure elementary, middle, and high school student engagement through students' responses to items about their learning experiences. The survey consists of items categorized into three components or domains of engagement: behavioral, cognitive, and emotional (Fredricks et al., 2004). Behavioral engagement refers to a student's efforts in the classroom (e.g., Connell & Wellborn, 1991), while cognitive engagement examines a student's investment in learning (e.g., Fredricks et al., 2004), and emotional engagement measures a student's emotions or feelings about the classroom and school in general (e.g., Finn & Rock, 1997; Voelkl, 1997). Engagement is seen as having different levels (e.g., Crick, 2012), and, as such, each of the domains is further broken down into three categories of engagement quality: committed, compliant, and disengaged. Finally, each category consists of two distinct levels; thus, the committed category has an "invested" or "immersed" level; the compliant category has a "strategic" or "ritual" level; and the disengaged category has a "retreatism" or "rebellion" level.

Three versions of the survey—elementary, middle, and high school—are used to gather data from students statewide in grades 3 through 12.

Elementary School Student Engagement Survey	Grades 3–5
Middle School Student Engagement Survey	Grades 6–8
High School Student Engagement Survey	Grades 9–12

Each survey contains 21 questions, each comprising a statement and six possible responses. Students select the one response that best represents their perception or opinion. One item is 1/21st of the overall rating for a student. There is also an open response item at the end of the survey where students can share additional feedback that is not factored into this rating. One single response cannot, without the preponderance of the selection of other responses that correspond to the same engagement status, sway the results in such a way that leads to a disengaged status for that student. The Student Engagement Survey, unlike assessments of academic learning, does not have right or wrong answers. Rather the responses reflect attributes or characteristics associated with engagement or disengagement.

Additional information regarding the purpose, design and validity of the Cognia® Student Engagement Survey is available at: www.sde.idaho.gov/assessment/surveys.

References

Connell, J. P., & Wellborn, J. G. (1991). Competence, autonomy, and relatedness: A motivational analysis of self-system processes. In M. R. Gunnar & L. A. Stroufe (Eds.), *Self-processes and Development: Minnesota Symposium on Child Psychology*, 23, 43–77. Chicago: University of Chicago Press.

Crick, R. D. (2012). Deep engagement as a complex system: Identity, Learning Power, and Authentic enquiry. In S. L. Christenson et al. (Eds.), *Handbook of Research on Student Engagement*, 675–694. New York: Springer Science + Business Media.

Finn, J. D., & Rock, D. A. (1997). Academic success among students at risk for school failure. *Journal of Applied Psychology*, 82(2), 221–234.

Fredricks, J. A., Blumenfeld, P. C., & Paris, A. H. (2004). School engagement: Potential of the concept, state of the evidence. *Review of Educational Research*, 74(1), 59–109.

Skinner, E., & Belmont, M. (1993). Motivation in the classroom: Reciprocal effects of teacher behavior and student engagement across the school year. *Journal of Educational Psychology*, 85(4), 571–581.

Voelkl, K. E. (1997). Identification with school. *American Journal of Education*, 105, 204–319.



Preparing for Administration

Pre-survey Considerations

Appointing a Survey Coordinator

It may be necessary to appoint an individual or a team to serve as coordinator(s) to manage the survey administration tasks. Typically, it is best to identify individuals with no or limited instructional responsibilities.

Accessing the Survey

All students in grades 3 through 12 should participate in the survey. All students, regardless of grade, school or district, will access the surveys Student Portal to take the survey. You may want to bookmark the Student Portal login page: www.eProvelearner.org on the devices that students will be using to expedite the log-in process.

Informing Your School Community

While not required, your institution may decide to communicate information about the survey to some of your external stakeholders (e.g., parents/guardians) through avenues such as a newsletter or your website. Sample communications are available on the Cognia Idaho partnership page at: isde.onlinehelp.cognia.org.

Technical Requirements

Consider these suggestions to most effectively and efficiently manage the administration of the survey:

- Use laptop carts or rotate students into a computer lab (if available)
- Create a web page bookmark to the survey on computers to be used
- Confirm that both the advanc-ed.org and Cognia.org domains are cleared through your school's firewall
- Ensure students have login credentials ready when starting the survey

In order to access the Student Engagement Survey, participants should use one of the following:

Device	Browser	OS
Desktop	Chrome 55+ (Most current is 58)	Windows/Mac
Desktop	Safari 10+	Mac
Desktop	Firefox 49+	Windows/Mac
Desktop	IE 11+ (including IE Edge)	Windows
iPad	Chrome (latest version)	iOS 10
iPad	Safari (latest version)	iOS 10
iPhone 6/7	Chrome (latest version)	iOS 10
iPhone 6/7	Safari (latest version)	iOS 10
Samsung Galaxy Tablet	Chrome (latest version)	Android 6+
Samsung Galaxy Tablet	Android Browser (latest version)	Android 6+
Samsung Galaxy S7	Chrome (latest version)	Android 6+
Samsung Galaxy S7	Android Browser (latest version)	Android 6+



Text Complexity Analyses

The Student Engagement Survey is offered in three formats, each written to reflect language that is appropriate for a particular grade band (elementary, middle, or high school). Multiple measures of text complexity¹ (i.e., New Dale Chall Readability Formula, Spache Readability Score) indicate that students reading at grade level in the appropriate formats should not struggle with reading and interpreting survey questions or response choices. However, measuring text difficulty is not an exact science; you may find that some students need more assistance than others. Guidance for making such accommodations can be found in the section below.

Recommendations for Student Accommodations

Whenever possible, students with disabilities should participate in the Student Engagement Survey. In general, students should be provided with accommodations that fall within the scope of their IEP or 504 plans. Questions not addressed in this guide should be referred to the institution's designated survey administrator.

Time Accommodations

Students with IEPs or 504 plans may need additional time to complete the survey and/or their accommodations could provide for short breaks during the allotted time for the survey. Any and all accommodations relative to time (e.g., breaks, time of day) should be followed during the administration of the survey.

Presentation and Response Accommodations

The survey module platform presents the text in a non-enlarged screen view; therefore, the institution is encouraged to allow students, if appropriate, to use equipment that presents the text in larger print. Supplemental devices (e.g., magnification device) can be utilized when administering the survey if the student utilizes these devices during daily instruction and the use of a supplemental device is stated in the IEP or 504 plan.

Individual students who have difficulty reading text may have the survey read aloud to them by a teacher, survey administrator, or other staff as designated and allowed. If students are grouped according to individually-determined needs for read aloud accommodation, mass administration would also be valid. If a read aloud accommodation is not in the student's IEP, the survey should not be administered via headphones either individually or in groups. If a student's IEP or 504 plan states that other accommodations are required for the student to complete the survey, then apply those accommodations as stated for survey completion. For example, students with a read-aloud accommodation can mark their responses on a paper version, and their responses can be transferred to the online format by the teacher or survey administrator. Non-verbal students may have an accommodation that enables them to participate and complete the survey; examples of accommodations might include students pointing or using their eyes to gaze at an item on the paper version or online format. If a non-verbal method is used, then the teacher or survey administrator records each response for the students.

Students should be reminded and monitored to answer each survey item regardless of the format they are using to ensure that the survey is completed and ready to be submitted.

Teachers or survey administrators can paraphrase instructions, questions, and/or the set of responses only for students with accommodations as allowed under their IEPs or 504 plans, provided the actual meaning of the text remains true to its original intention. To aid in simplifying the survey items for these students, Cognia has created a thesaurus that provides a list of potentially challenging words and a list of alternate words for students who need this accommodation (see below).

¹ For a comprehensive summary of these text analyses, please refer to Cognia Student Engagement Survey: Reading Level Analysis.



Cognia Student Engagement Survey Thesaurus for Students with Accommodations

Grades 3–5 Student Engagement Survey

Survey Term	Alternate Word
Bother	Trouble
Excited	Happy
Extra	More
Important	Major
Learning Goals	Plan
Okay	That's fine
On Task	Focus
Pretend	Act Like
Proud	Glad
Task	Work

Grades 6–8 Student Engagement Survey

Survey Term	Alternate Word
Learning Goals	Plan
Participate	Join in
Peers	Friends
Recognized	Known
Statement	Sentence
Wanders	Gets lost
Picked on	Bullied
Behavior	Actions

Grades 9–12 Student Engagement Survey

Survey Term	Alternate Word
Apply	Involve
Concept	Idea
Expectations	Goals
Participating	Joining in
Requirements	Work
Learning goals	Plan
Peers	Friends
Picked on	Bullied

For additional support with providing accommodations for students with disabilities, please visit the following resource: www.sde.idaho.gov/assessment/surveys/files/guides/student-engagement-survey-for-students-with-disabilities-and-english-learners.pdf

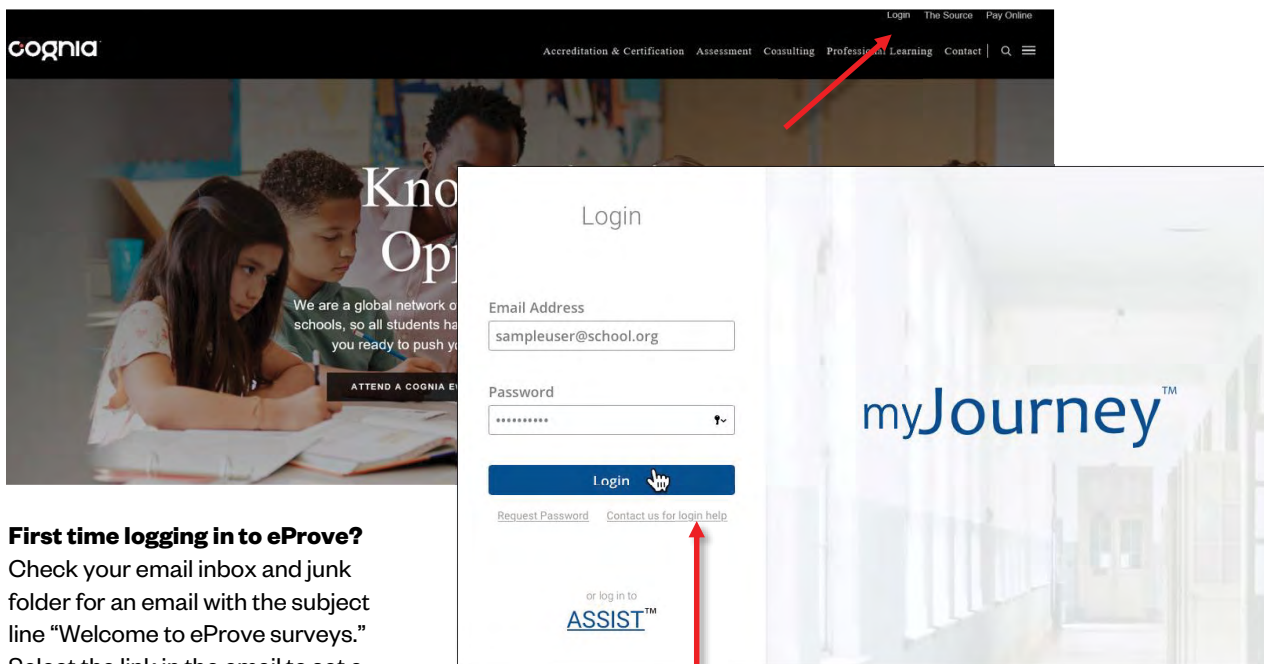


Survey Administration Process

The Student Engagement Surveys (SES) are administered online through the Cognia® surveys system. All school principals, district superintendents, and District Test Coordinators have been assigned the necessary permissions to manage the survey administration process for their institution(s). Follow the steps outlined below to log in and manage the SES administration.

Logging In to Surveys

Select the Log In link at: www.cognia.org to access the platform. Enter your email address and password on the myJourney™ Login page.



The image shows two parts of the login process. The top part is a screenshot of the Cognia website's top navigation bar, with a red arrow pointing to the 'Login' link. The bottom part is a screenshot of the myJourney™ Login page, which includes fields for 'Email Address' (containing 'sampleuser@school.org') and 'Password' (masked with asterisks). Below these fields is a blue 'Login' button with a hand cursor icon. Under the button are two links: 'Request Password' and 'Contact us for login help', with a red arrow pointing to the latter. At the bottom of the login page, there is a link to 'or log in to ASSIST™'.

First time logging in to eProve?

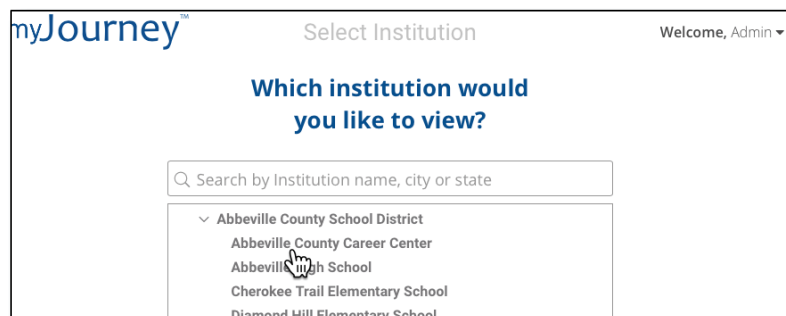
Check your email inbox and junk folder for an email with the subject line "Welcome to eProve surveys." Select the link in the email to set a password and access the system.

Forget your password?

Use the links below the login button to reset your password and/or request support.

Upon logging in, users with district-level permissions or access to more than one school will be prompted to select the institution they want to view.

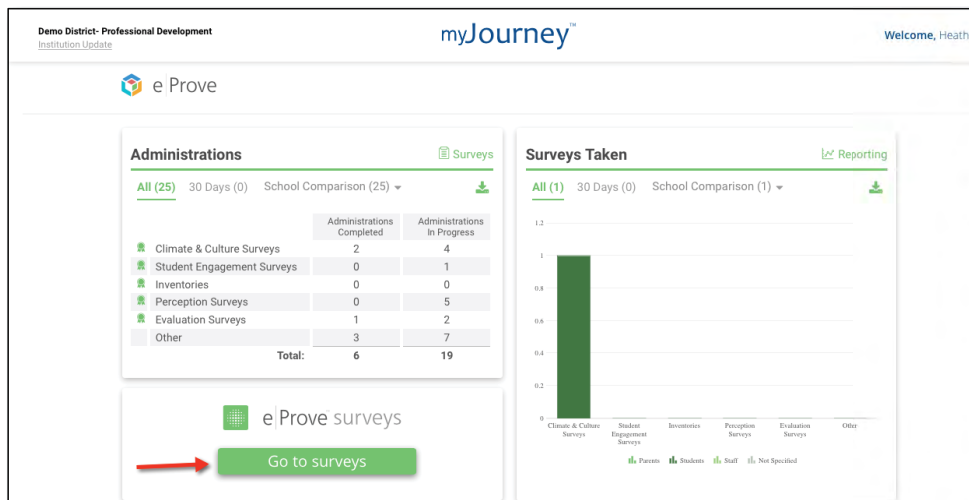
Use the search feature to narrow selection options.



The image shows the 'myJourney™ Select Institution' page. It features a search bar with the placeholder text 'Search by Institution name, city or state'. Below the search bar is a dropdown menu showing a list of institutions under the heading 'Abbeville County School District'. The institutions listed are 'Abbeville County Career Center', 'Abbeville High School', 'Cherokee Trail Elementary School', and 'Diamond Hill Elementary School'. A hand cursor icon is pointing at 'Abbeville High School'. The top right of the page says 'Welcome, Admin' with a dropdown arrow.

Users with permissions to a single school will be taken directly to their school's myJourney dashboard. This dashboard provides a snapshot of the institution's activity and data, as well as streamlined navigation to access all modules.

Scroll down to the eProve surveys section and select the **Go to surveys** button.



Identifying Surveys on the Surveys Landing Page

The *2022–23 Idaho Student Engagement Surveys* will be available for authorized users to view in the survey platform at 8 a.m. on February 1, 2023. Authorized Admin users will be able to download the student roster and manage users and permissions at this time. The surveys will have a **Closed** status until February 15, 2023, at 8 a.m. Mountain Time, and students will not be able to take the survey until that time.

Districts will have three *Idaho Student Engagement Surveys*—elementary, middle, and high school.

All three will reflect an open date of February 15, 2023, and a close date of March 31, 2023.

The screenshot shows the 'Surveys' landing page with a header indicating 14 draft surveys. Below is a table listing three surveys, all owned by the Idaho State Department of Education (ISDOE).

Name	Owner	Respondents	Created	Status
2022-23 Idaho Student Engagement Survey, Grades 3-5 <i>2022-23 Idaho Student Engagement Survey, Grades 3-5</i>	Idaho State Department of Education (ISDOE)		Created: Oct 26 2022 Open: Feb 15 2023 Close: Mar 31 2023	Closed
2022-23 Idaho Student Engagement Survey, Grades 6-8 <i>2022-23 Idaho Student Engagement Survey, Grades 6-8</i>	Idaho State Department of Education (ISDOE)		Created: Oct 26 2022 Open: Feb 15 2023 Close: Mar 31 2023	Closed
2022-23 Idaho Student Engagement Survey, Grades 9-12 <i>2022-23 Idaho Student Engagement Survey, Grades 9-12</i>	Idaho State Department of Education (ISDOE)		Created: Oct 26 2022 Open: Feb 15 2023 Close: Mar 31 2023	Closed

Schools will see only the survey(s) applicable to them based on their grade range of students. If you do not see the correct survey for your school's grades, please contact Cognia Client Care.

For example an elementary school with students in grades 3–5 will only see an elementary school survey.

Note that additional surveys administered by the school/district may also be showing on the surveys landing page. These surveys do not pertain to this survey administration.

Name	Owner	Respondents	Created	Status
2022-23 Idaho Student Engagement Survey, Grades 3-5 <small>2022-23 Idaho Student Engagement Survey, Grades 3-5</small>	Idaho State Department of Education (ISDOE)		Created: Oct 26 2022 Open: Feb 15 2023 Close: Mar 31 2023	Closed

Survey Owner:

The “Idaho State Department of Education” is the owner of the 2022–23 Idaho Student Engagement Surveys for Accountability.

Survey Status:

The survey status will be “Open” on February 15, 2023, at 8 a.m.

Accessing the Student Roster

The student roster for each institution's survey(s) has been pre-populated using a statewide roster provided by the Idaho State Department of Education. It is possible that students have moved in or out of your school/district since the roster was provided by ISDE based on the December ISEE upload submitted by your district. Requests to update the student roster can be submitted by your District Test Coordinator. The process for requesting changes is provided in the next section of this document.

Once you have located the survey(s) for your institution, you can download the student roster for that survey by selecting **Download Student Roster** from the action menu to the right of the survey status.

Name	Owner	Respondents	Created	Status
2022-23 Idaho Student Engagement Survey, Grades 3-5 <small>2022-23 Idaho Student Engagement Survey, Grades 3-5</small>	Idaho State Department of Education (ISDOE)		Created: Oct 26 2022 Open: Feb 15 2023 Close: Mar 31 2023	Closed
2022-23 Idaho Student Engagement Survey, Grades 6-8 <small>2022-23 Idaho Student Engagement Survey, Grades 6-8</small>	Idaho State Department of Education (ISDOE)		Created: Oct 26 2022 Open: Feb 15 2023	Closed

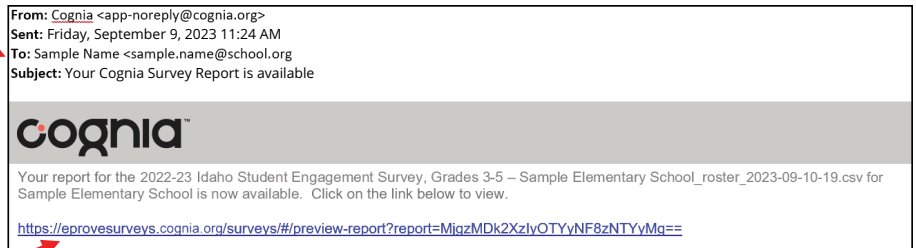
A report creation confirmation message will be displayed letting you know that a link to access the Student Roster Report will be emailed to you shortly. In most cases, the email is sent within a few seconds. However, based on the volume of roster downloads being processed at the time of your request, it could take up to a few minutes.

Report Creation

✔ Thank you! - Once your report is ready we will email you a link.

Close

The subject line of the email will be "Your Cognia Survey Report is available." If you can't locate the email in your inbox, check your junk folder. If after 10 minutes you still can't locate the email, contact Cognia Client Care at 888.413.3669 or clientcare@cognia.org.



Upon receiving the email, select the link to access your Student Roster Report. If you are no longer logged in to the survey platform, you will be asked to re-enter your login credentials. The Student Roster Report is provided as a CSV download.

	A	B	C	D	E	F	G	H	I	J	K
1	Student Roster Report										
2											
3	Administration Name	2022-23 Idaho High School Student Engagement Survey									
4	Administration Content	2022-23 Idaho High School Student Engagement Survey									
5	Administration Open Date	2/15/23									
6	Administration Close Date	3/31/2023									
7	Report Date and Timestamp	3/31/2023									
8	Institution Name	Elementary School A									
9	Institution HoA	Mr. Tom Jones									
10	Institution HoA Email	tjones@samplehs.org									
11	Institution HoA Phone Number	123.456.7891									
12	Institution PC	Ms. Susie Smith									
13	Institution PC Email	ssmith@samplehs.org									
14	Institution PC Phone Number	123.456.7891									
15	Total Students in Administration	219									
16	Total Submitted	215									
17											
18	Student ID	First Name	Last Name	Status	Login ID	Login Name	Submitted Date	Student Grade	Gender	Race	Institution
19	111-111111	Joe	Smith	Assigned	1587512487	Smi	NA	9	Male	W	Elementary
20	111-111112	Mary	Happy	Assigned	5875426845	Hap	NA	10	Female	W	Elementary
21	111-111113	Eddie	Jones	Submitted	1418782654	Jon	2/23/2023	10	Male	W	Elementary
22	111-111114	Latoya	Fredricks	Submitted	4579985332	Fre	2/23/2023	9	Female	B	Elementary

IMPORTANT NOTE

The Student Roster Report includes personally identifiable information (PII) and therefore can only be accessed by users with PII permissions. Learn more about this in the **Managing Users and Permissions** section of this guide.

The Student Roster Report includes personally identifiable information (PII) including student ID, student name, and student demographic information from the state-provided roster. Most importantly, this file includes information needed for survey administration to students.

Student Survey Login

Columns E and F of the Student Roster Report provide information needed by students to access and complete their survey. Column E provides each student's state student ID, which should be used as the student's login ID. In addition to the Login ID, students will need to enter the first three characters of their last name. Column F provides this information.

Authorized district-level users with PII permissions can access and download the Student Roster Report for all students and schools within their jurisdiction. Selecting the **Download Student Roster** option from within the district's survey account will provide a district-wide roster for the selected survey (e.g., elementary, middle, high).



Requesting Updates to the Student Roster

School administrators and District Test Coordinators will serve as the central point of contact for all roster change requests. Survey administrators should notify their school administrator or District Test Coordinator of all change requests. School administrators or District Test Coordinators will submit all change requests via the online change roster template available in the survey platform. Dedicated Cognia staff are prepared to manage student roster change requests in partnership with school administrators, District Test Coordinators, and ISDE.

Minor changes (such as the addition of two new students, not previously included in the original statewide roster) and bulk changes must be submitted using the Student Roster Change Request template in the survey platform. School administrators and District Test Coordinators have access to this template, process steps, and business rules regarding allowable change requests on the “Guides and Scripts” tab of the Cognia Idaho partnership page: isde.onlinehelp.cognia.org.

Change requests will be processed within 48 hours.

COGNIA CLIENT CARE

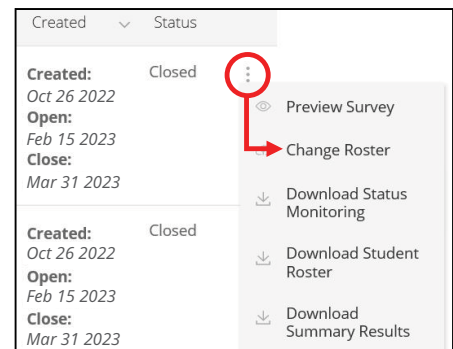
888.413.3669

IMPORTANT NOTE

- Do not email roster change requests to Cognia.
- Roster change requests submitted to Cognia by anyone other than school administrators or District Test Coordinators will be referred back to the District Test Coordinator.

Submitting Roster Change Requests in the Survey Platform

To submit a roster change, select the “Change Roster” option from the ellipses menu next to the survey name in the survey platform. You will be prompted to a zip file with the Roster Change Form template and a PDF document with instructions on how to fill out the template. Download the template and fill out a row for each student whose information you wish to change, following the instructions in the PDF. Then save the template and upload it.



If you have used the correct file type (.csv) and size (less than 100 MB) and used the correct column headers (provided in the template), you will see a confirmation pop-up box that informs you that your request is processing and that you will receive a confirmation email within one business day.

Roster Change Request

- Download files**
The download includes a template and instructions. Use the provided template to organize your request.
- Populate your template and save as a .csv**
Follow the instructions provided to populate the template structure.
- Attach your completed template**
A file may be attached using two methods. Select a file by using the drag and drop feature or use the select file button to browse and attach.

Attach the completed .csv file below. Attachments must be a .csv file and have a 100 MB limit.

Drag & drop file

Attach File

[Contact Client Care](#)

Cancel

Submit

Roster Request Confirmation

Your request is processing. Once validation is complete, you will receive a confirmation email. This process may take up to one business day.

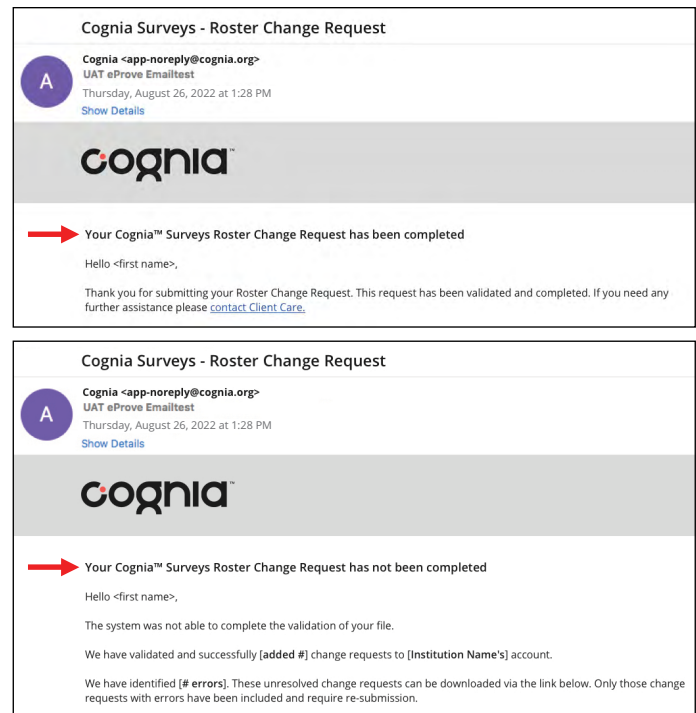
Please monitor your email inbox for confirmation and any additional steps to complete your Roster Change Request.

OK



The email confirmation will either indicate that your change form has been processed successfully, or provide you a link to an error file, which details where the errors in your roster change form are. Download this file, which will explain in the last column which cell(s) have missing information or are formatted incorrectly. Correct the errors, delete the error column, re-save the file, and re-upload it into the survey platform. Note that your correctly formatted change requests will have been processed—you only need to re-submit those that had errors. Remember to delete the error column before re-submitting!

If you continue to experience trouble with submitting your Roster Change Form after re-formatting and re-uploading it, please contact Cognia Client Care for assistance.



Preparing Teachers and Students for Survey Administration

District Test Coordinators will work with school administrators to determine the best way to facilitate the survey-taking process for all students using available technology devices. They will also work with school administrators and teachers to distribute student Login IDs, ensuring that each student receives their assigned Login ID from the Student Roster Report.

Staff facilitating the survey-taking process with students will receive direction from the District Test Coordinator on how best to facilitate the process. Sample survey administration scripts and guidance for each survey (elementary, middle, and high school) are available on the Cognia Idaho partnership page at: isde.onlinehelp.cognia.org.

Accessing the Student Portal

All students, regardless of grade, school, or district, will access and complete their assigned survey through the surveys Student Portal at www.eprovelearner.org. You may want to bookmark this link on devices students will be using to expedite the log-in process.

Upon accessing the Student Portal, students will need to provide three pieces of information to log in.

Note:
Students can view the Student Portal in English or Spanish by selecting a language here.

Select your State:
Idaho

Login ID:
1002009321

Enter the first three characters of your last name:
(Example - Joe Smith = Smi or Brian Wu = Wu)
Mar

Login

Students will:

Select **Idaho** from the *Select your State* drop-down menu.

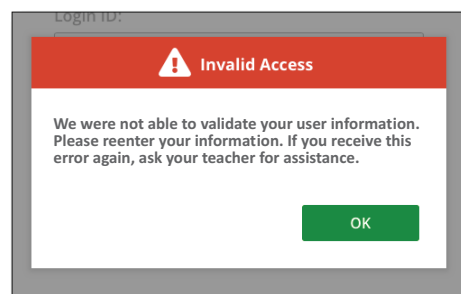
Enter their unique assigned **Login ID**.
(Note: Validation will be performed against Column E of the Student Roster Report.)

Provide the **first three characters of their last name**.
(Note: Validation will be performed against Column F of the Student Roster Report.)

Select **Login**.

If the information provided by the student does not match information in the student roster, an Invalid Access message will be displayed telling the student to try logging in again and/or contact their teacher for assistance if they have received the message multiple times.

Select **OK** to close the message and return to the login screen.



Please confirm your information.

Name: Joe Smith
Date of Birth: 07/18/2008
Grade Level: Grade 9
Student ID: 111-11111

Is this you?

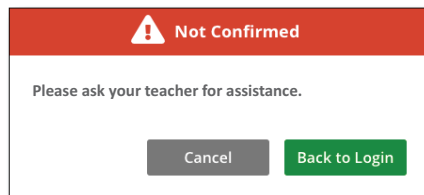
No Yes

If the information provided by the student matches the student roster, information from the roster will be displayed, and the student will be prompted to confirm whether the information belongs to them.

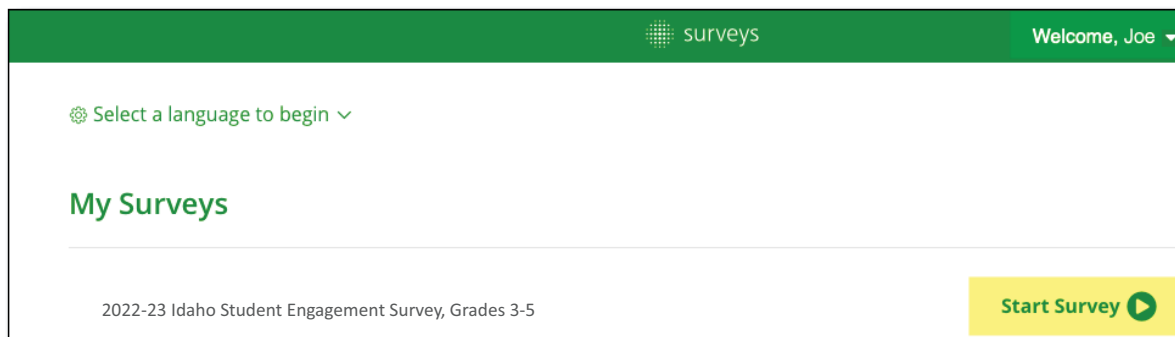
Note: The Student ID is the state-issued student ID number.

If the information displayed does not match the student who is attempting to log in and take the survey, he or she should select **No**. The student will be prompted to contact his or her teacher for assistance.

If the teacher verifies the information the student is entering is correct, but the system is not able to find a match, the teacher should follow up with the school's survey administrator to make sure the student is accurately listed on the school's roster.

A red dialog box with a white border. At the top, it says "Not Confirmed" with a red warning triangle icon. Below that, it says "Please ask your teacher for assistance." At the bottom, there are two buttons: "Cancel" and "Back to Login".A white dialog box with a black border. At the top, it says "Is this you?". Below that, there are two buttons: "No" and "Yes".

If the information displayed does match the student, the student should select **Yes** and proceed to his or her surveys Student Portal.

The Student Portal landing page. At the top, there is a green header with the "surveys" logo and "Welcome, Joe" with a dropdown arrow. Below the header, there is a section titled "Select a language to begin" with a green gear icon. Below that, there is a section titled "My Surveys". At the bottom, there is a yellow button that says "Start Survey" with a green play icon. The text "2022-23 Idaho Student Engagement Survey, Grades 3-5" is displayed at the bottom left.

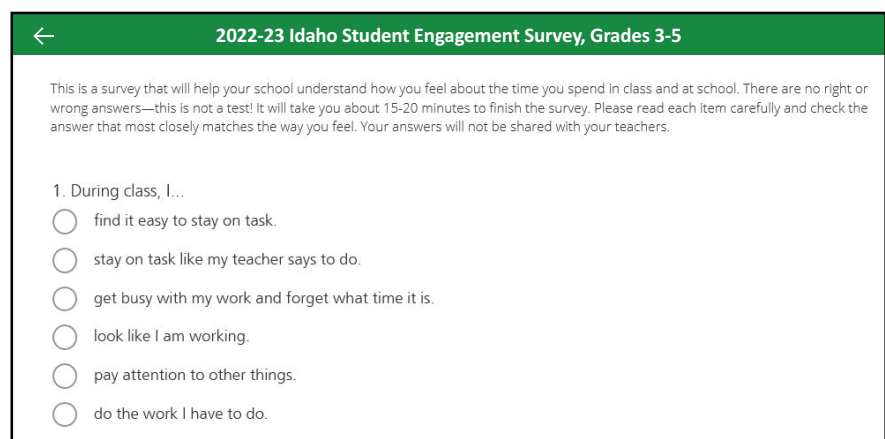
Upon successful login, the student will see the **2022–23 Idaho Student Engagement Survey** on his or her Student Portal landing page. Each student should see only one survey. If more than one survey is available for a student, the teacher should notify the District Test Administrator.

Completing and Submitting the Survey

To begin taking the survey, the student should select the **Start Survey** link.

The student will be prompted to select a language to complete the survey. The student should select English or Spanish and select the green arrow to continue.

The student is immediately taken to the survey where he or she can read the brief instruction text and begin responding to survey items. There are no demographic questions in the survey. Each survey—elementary, middle, and high—contains 21 survey questions, each comprising a statement or a question with six possible responses. Students select one response that best represents their perception or feeling about each survey item.

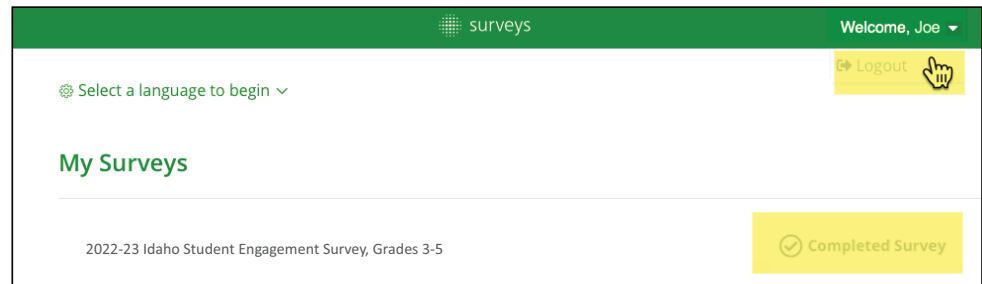
A screenshot of the survey question screen. At the top, there is a green header with a back arrow and the text "2022-23 Idaho Student Engagement Survey, Grades 3-5". Below the header, there is a paragraph of instructions: "This is a survey that will help your school understand how you feel about the time you spend in class and at school. There are no right or wrong answers—this is not a test! It will take you about 15-20 minutes to finish the survey. Please read each item carefully and check the answer that most closely matches the way you feel. Your answers will not be shared with your teachers." Below the instructions, there is a question: "1. During class, I..." followed by six radio button options: "find it easy to stay on task.", "stay on task like my teacher says to do.", "get busy with my work and forget what time it is.", "look like I am working.", "pay attention to other things.", and "do the work I have to do."

Students will scroll down to complete all 21 questions and the final free response item. Upon completion of all items, students will select the green arrow at the bottom of the survey to submit their responses. All 21 items require a response in order for the survey to be submitted. If a student attempts to submit the survey when there are one or more items without a response, all items with a missing response will be flagged with a red exclamation. The student will be redirected to the first item in the survey with a missing response. Upon responding to all flagged items, the student can submit the survey.



If a student logs out of the Student Portal, closes the browser window, or loses internet connection before submitting a fully completed survey, the responses are not saved. The student can always log back in using his or her unique credentials to complete the survey.

Upon submission, the student will be redirected to the Survey Portal landing page where he or she will see the survey is now grayed out and marked as a “Completed Survey.” The student can no longer access the survey once it has been submitted.






The student should log out of the student portal by selecting his or her name in the upper right-hand corner of the page and selecting **Logout**.

Monitoring Survey Completion

Authorized school and district administrators can monitor survey completion through the surveys system. The count of respondents on the surveys landing page is updated in near real time as students submit their completed survey. You may need to refresh your browser window for counts to update if you've been viewing the same page for more than a few minutes.

District users will see the total number of respondents (submitted surveys) within the district.

Surveys 23 surveys		Filter by All		All	
Name	Owner	Respondents	Created	Status	
2022-23 Idaho Student Engagement Survey, Grades 9-12  2022-23 Idaho Student Engagement Survey, Grades 9-12	Idaho State Department of Education (ISDOE)	532	Created: Oct 26 2022 Open: Feb 15 2023 Close: Mar 31 2023	Closed	
2022-23 Idaho Student Engagement Survey, Grades 6-8  2022-23 Idaho Student Engagement Survey, Grades 6-8	Idaho State Department of Education (ISDOE)	478	Created: Oct 26 2022 Open: Feb 15 2023 Close: Mar 31 2023	Closed	
2022-23 Idaho Student Engagement Survey, Grades 3-5  2022-23 Idaho Student Engagement Survey, Grades 3-5	Idaho State Department of Education (ISDOE)	280	Created: Oct 26 2022 Open: Feb 15 2023 Close: Mar 31 2023	Closed	

School users will see the total number of respondents (submitted surveys) for their school.


Surveys 23 surveys		Filter by All		All	
Name	Owner	Respondents	Created	Status	
2022-23 Idaho Student Engagement Survey, Grades 9-12  2022-23 Idaho Student Engagement Survey, Grades 9-12	Idaho State Department of Education (ISDOE)	215	Created: Oct 26 2022 Open: Feb 15 2023 Close: Mar 31 2023	Closed	

A Status Monitoring Report is available for each survey. To access the report, select **Download Status Monitoring** from the action menu to the right of the survey status.

Surveys 23 surveys		Filter by All		All		
Name	Owner	Respondents	Created	Status		
2022-23 Idaho Student Engagement Survey, Grades 9-12  2022-23 Idaho Student Engagement Survey, Grades 9-12	Idaho State Department of Education (ISDOE)		Created: Oct 26 2022 Open: Feb 15 2023 Close: Mar 31 2023	Closed	<div>  Preview Survey  Download Status Monitoring </div>	

A Report Creation message will be displayed letting you know that an email will be sent with a link to download the report. In most cases, the email is sent within a few seconds. However, based on the volume of report downloads being processed at the time of your request, it could take up to a few minutes.


Report Creation

 Thank you! - Once your report is ready we will email you a link.

Close

The subject line of the email will be "Your Cognia Survey Report is available." If you can't locate the email in your inbox, check your junk folder. If after 10 minutes you still can't locate the email, contact Cognia Client Care at 888.413.3669 or clientcare@cognia.org.

From: Cognia <app-noreply@cognia.org>
Sent: Friday, September 9, 2023 11:24 AM
To: Sample Name <sample.name@school.org>
Subject: Your Cognia Survey Report is available



Your report for the 2022-23 Idaho Student Engagement Survey, Grades 3-5 – Sample Elementary School_roster_2023-09-10-19.csv for Sample Elementary School is now available. Click on the link below to view.

<https://eprovesurveys.cognia.org/surveys/#/preview-report?report=MjqzMDk2XzlvQTYyNF8zNTYyMg==>

This link will expire in 90 days.

Upon receiving the email, select the link to access your Status Monitoring Report. If you are no longer logged in to the surveys system, you will be asked to re-enter your login credentials. The Status Monitoring Report is provided as a CSV download.

The Status Monitoring Report provides the total count of students in the survey administration, as well as the total number of students who have submitted the survey.

At the district level, this report provides counts for each school within the district.

Status Monitoring Report						
Administration Name	2022-23 Idaho High School Student Engagement Survey					
Administration Open Date	2/15/23					
Administration Close Date	3/31/23					
Report Date and Time Stamp	3/31/23 19:31					
Institution Name	Sample School District					
Institution HOI	Mr. Tom Jones					
Institution HOI Email	tjones@samplehs.org					
Institution HOI Phone Number	123.456.7891					
Institution PC	Ms. Susie Smith					
Institution PC Email	ssmith@samplehs.org					
Institution PC Phone Number	123.456.7891					
Institution Name	State ID	AdvancED ID	Institution Type	Total Students in Administration	Total Submitted	HOI Last
Elementary School A	123457	789542	School	219	215	Hopper
Elementary School B	123458	789543	School	330	317	Sanchez
Elementary School C	123459	789544	School	410	40	Wu
Middle School D	123460	789545	School			Ellis
High School E	123461	789546	School			Baker

Sample District Status Monitoring Report

For information regarding which students have or have not completed the survey, download the Student Roster Report.

This report provides the total count of students in the survey administration, as well as the total number of students who have submitted the survey, as well as a survey status (Column D) for each student.

There are two possible survey statuses, Assigned and Submitted. Every student's survey status will show as Assigned until the student submitted the survey. At that time, the status will be changed to Submitted, and Column G will reflect the date submitted.

	A	B	C	D	E	F	G	H	I	J	K
1	Student Roster Report										
2											
3	Administration Name	2022-23 Idaho High School Student Engagement Survey									
4	Administration Content	2022-23 Idaho High School Student Engagement Survey									
5	Administration Open Date	2/15/23									
6	Administration Close Date	3/31/23									
7	Report Date and Timestamp	3/31/23 02:24pm									
8	Institution Name	Elementary School A									
9	Institution HoA	Mr. Tom Jones									
10	Institution HoA Email	tjones@samplehs.org									
11	Institution HoA Phone Number	123.456.7891									
12	Institution PC	Ms. Susie Smith									
13	Institution PC Email	ssmith@samplehs.org									
14	Institution PC Phone Number	123.456.7891									
15	Total Students in Administration	219									
16	Total Submitted	215									
17											
18	Student ID	First Name	Last Name	Status	Login ID	Login Name	Submitted Date	Student Grade	Gender	Race	Institution
19	111-111111	Joe	Smith	Assigned	1587512487	Smi	NA	9	Male	W	Elementary
20	111-111112	Mary	Happy	Assigned	5875426845	Hap	NA	10	Female	W	Elementary
21	111-111113	Eddie	Jones	Submitted	1418782654	Jon	2/23/23	10	Male	W	Elementary
22	111-111114	Latoya	Fredricks	Submitted	4579985332	Fre	2/23/23	9	Female	B	Elementary
23	111-111115	Angela	Hillard	Submitted	6985547522	Hil	2/23/23	9	Female	B	Elementary
24	111-111116	Tommy	Beck-Roy	Submitted	6687475266	Bec	2/23/23	9	Male	A	Elementary
25	111-111117	Jason	Adams	Submitted	8987551437	Ada	2/23/23	11	Male	PI	Elementary

Sample School Student Roster Report

The Student Roster Report includes personally identifiable information (PII) and is therefore only available to authorized users with PII permissions. Management of users and permissions is covered in the next section of this report.



Managing Survey Platform Users and Permissions

All school principals, district superintendents, and charter administrators—as originally identified by the ISDE—have been assigned an Administrator (Admin) role with PII permissions in the survey platform for their applicable institution(s). All Admin users have the ability to add and edit users for their institution. District Admin users can add and edit users in their district account and any school within the district.

To access the Manage Users screen, open the action menu by selecting the menu icon in the upper left corner of the surveys landing page. Then select **Manage Users** from the menu.

The image shows two parts of the survey platform interface. On the left is the 'surveys' landing page, which has a green header with a menu icon (three horizontal lines) and the word 'surveys'. Below the header, it says 'You have 10 Draft survey(s) awaiting completion. [View your draft surveys now.](#)'. The main content area is titled 'Surveys 23 surveys' and contains a table with two columns: 'Name' and 'Owner'. The table lists the '2022-23 Idaho Student Engagement Survey, Grades 9-12' with the owner 'Idaho State Department of Education (ISDOE)'. On the right is a sidebar menu. It shows 'Logged in as Admin PII' with a 'Logout' link. Below this are links for 'Surveys', 'Content Library', 'Reporting', 'Manage Users' (highlighted with a yellow background and a hand cursor), 'Manage Licenses', and 'App Help & Resources'. Red arrows point from the menu icon on the landing page to the 'Manage Users' option in the sidebar.

The Manage Users landing page lists all users who have access to the institution.

The image shows the 'Manage Users' landing page. It has a green header with a menu icon and the word 'surveys'. Below the header, the title 'Manage Users' is displayed. To the right of the title is a 'Filter By' dropdown menu set to 'All Users' and a search icon. Below the title is an 'Apply to Selected' dropdown menu. To the right of this are two buttons: 'Add User' and 'Upload Multiple'. The main content area is a table with columns: 'Last', 'First', 'Institution', 'Status', 'Role', and a vertical ellipsis (three dots) for actions. The table lists three users: 'Jones Tom' (Admin), 'Uat Advanced' (Admin), and 'User Test' (Viewer). Each user row has a checkbox on the left and a vertical ellipsis on the right.

One of three possible roles will be assigned to each user:

User	Role
Admin	User can create and edit surveys, generate reports, and manage users.
Editor	User can create and edit surveys and generate reports.
Viewer	User can view surveys and reports.

Regardless of a user's assigned role, PII permissions may also be granted. PII permissions allow the user to access survey reports and student rosters that include personally identifiable information. Users with PII permissions are denoted on the Manage Users page with a green asterisk next to their role.

To add a new user, select **Add User** in the upper right corner of the screen.

Provide the user's first and last name and email address.

Select the appropriate role from the drop-down menu. Ensure the box is checked to send the user an account access email if you want the user to be notified and prompted to set a login password.

Lastly, determine whether the user should be granted access to PII information.

Submit the information or Cancel to go back to the **Manage Users** screen.

Upon submitting a new user account with PII permissions, you will be prompted to acknowledge and confirm that PII access should be granted.

Select **I Accept** to continue or **Cancel** to go back.

Status

Role

Confirm Granting PII Access

I acknowledge that I am granting access to Personally Identifiable information (PII) to a user and that user will have access to student education records. I accept responsibility to preserve the privacy of all education records to the fullest extent required under any and all Federal and State laws and regulations including FERPA. I further acknowledge that I fully understand that the intentional and/or negligent disclosure by me of any Personally Identifiable Information to any unauthorized person could result in revocation of my access to AdvancED Products and potentially subject me to penalties under any applicable laws and/or regulations.

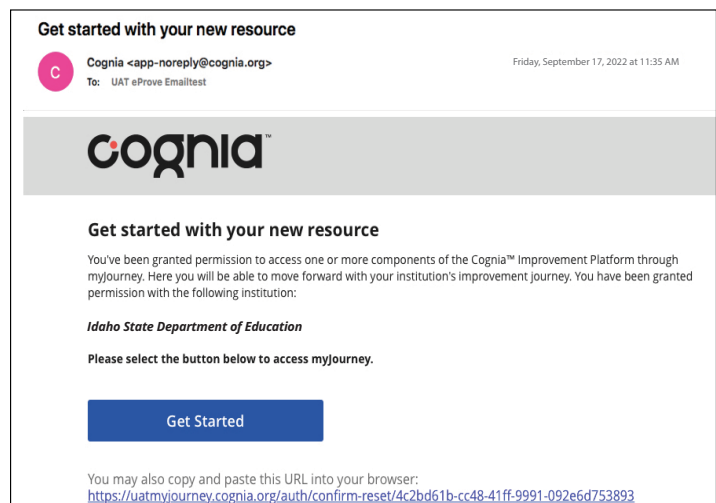
Cancel

I Accept

New users will be added to the list of users on the Manage Users screen with a status of "Invited."

<input type="checkbox"/>	Last	First	Institution	Status	Role
<input type="checkbox"/>	User	Sample	Sample Elementary	Invited	Admin*

An email will be sent to the user notifying him or her of the account access and walking the user through the process to set a password.



Edit user roles and permissions by selecting **Edit** from the action menu next to the user's name.

<input type="checkbox"/>	Last	First	Institution	Status	Role	
<input type="checkbox"/>	User	Sample	Sample Elementary	Invited	Admin*	⋮
<input type="checkbox"/>	User	Test	Sample Elementary	Invited	Viewer	⋮

Edit

Delete User

Survey Results

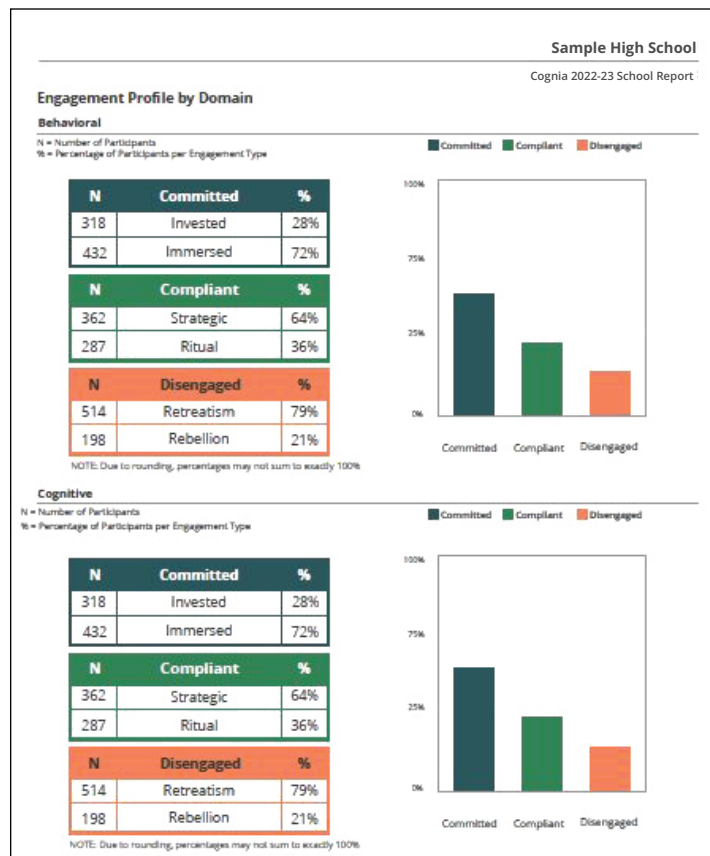
Downloading a Basic Summary Report

A few days following the close of the survey administration window, a basic PDF summary report will be made available for download in the surveys platform. The report will provide each school and district with aggregate survey results for all of their students who completed the Student Engagement Survey. Results will be reported by survey—elementary, middle, and high. Schools, such as a K–8, will receive two reports, one for their elementary survey and one for the middle school survey.

Name	Owner	Respondents	Created	Status	
2022-23 Idaho Student Engagement Survey, Grades 9-12	Idaho State Department of Education (ISDOE)		Created: Oct 26 2022	Closed	⋮
2022-23 Idaho Student Engagement Survey, Grades 9-12			Open: Feb 15 2023		Download Student Roster
			Close: Mar 31 2023		Download Status Monitoring
					Download Summary Results

To access the report, select the ellipsis (three dots) in the right margin of the desired survey and select **Download Summary Results**. Keep in mind that this download option will not appear in the menu until a few days after the close of the statewide survey administration window.

A sample of the basic PDF summary report is available at: isde.onlinehelp.cognia.org.



Expanded Reporting

A more detailed report of survey results, including disaggregation by subgroup, as well as school-to-district level comparison results, will be available for each school and district approximately eight weeks following the close of the statewide survey administration window.

