



2022-23 Idaho Student Engagement Survey



Training for District Administrators
and Accountability Coordinators



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Agenda

- Resources and Support
- Preparing for Survey Administration
- Survey Administration
 - Accessing and Managing the Student Roster
 - Student Survey-Taking Process
 - Monitoring Survey Completion
- Survey Results



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Survey Administration Resources and Support

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Resource Pages

www.sde.idaho.gov/assessment/surveys/



<https://isde.onlinehelp.cognia.org/>

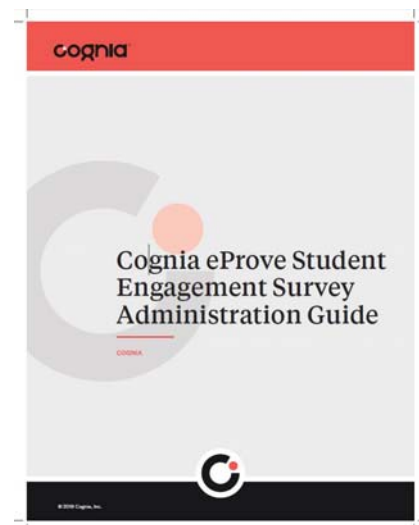


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Administration Guide

- Helpful information such as:
- Technical requirements
- Student accommodations
- Survey text complexity and Lexile levels
- Step-by-step administration guidelines

<https://isde.onlinehelp.cognia.org/>



Survey Administration Dates

Start Date: February 15, 2023

Close Date: March 31, 2023

Student Engagement Surveys

Survey Name	Grade Levels
2022-23 Idaho Elementary School Student Engagement Survey	Grades 3 - 5
2022-23 Idaho Middle School Student Engagement Survey	Grades 6 - 8
2022-23 Idaho High School Student Engagement Survey	Grades 9-12



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Permissions and Rosters



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Initial Student Rosters

- The SDE will provide the initial student rosters for your school based on the December ISEE data that your district submits
- Your first step is logging in to the survey platform is to review the rosters and survey information prior to administration



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Survey Permissions

Role: Administrator

Permissions:

- District Superintendents
- District Accountability Coordinators
- School Principals



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Get started with your new resource

Cognia <app-noreply@cognia.org>
To: UAT «Prove Emailtest»

Friday, September 18, 2020 at 11:35 AM

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Get started with your new resource

You've been granted permission to access one or more components of the Cognia™ Improvement Platform through myjourney. Here you will be able to move forward with your institution's improvement journey. You have been granted permission with the following institution:

Idaho State Department of Education (ISDOE)

Please select the button below to access myjourney.

Get Started

You may also copy and paste this URL into your browser:
<https://uatmyjourney.cognia.org/auth/confirm-reset/4c2bd61b-cc48-41ff-9991-092e6d753893>

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Login

Email Address


▲ Email is required.


Password

▲ Password is required.

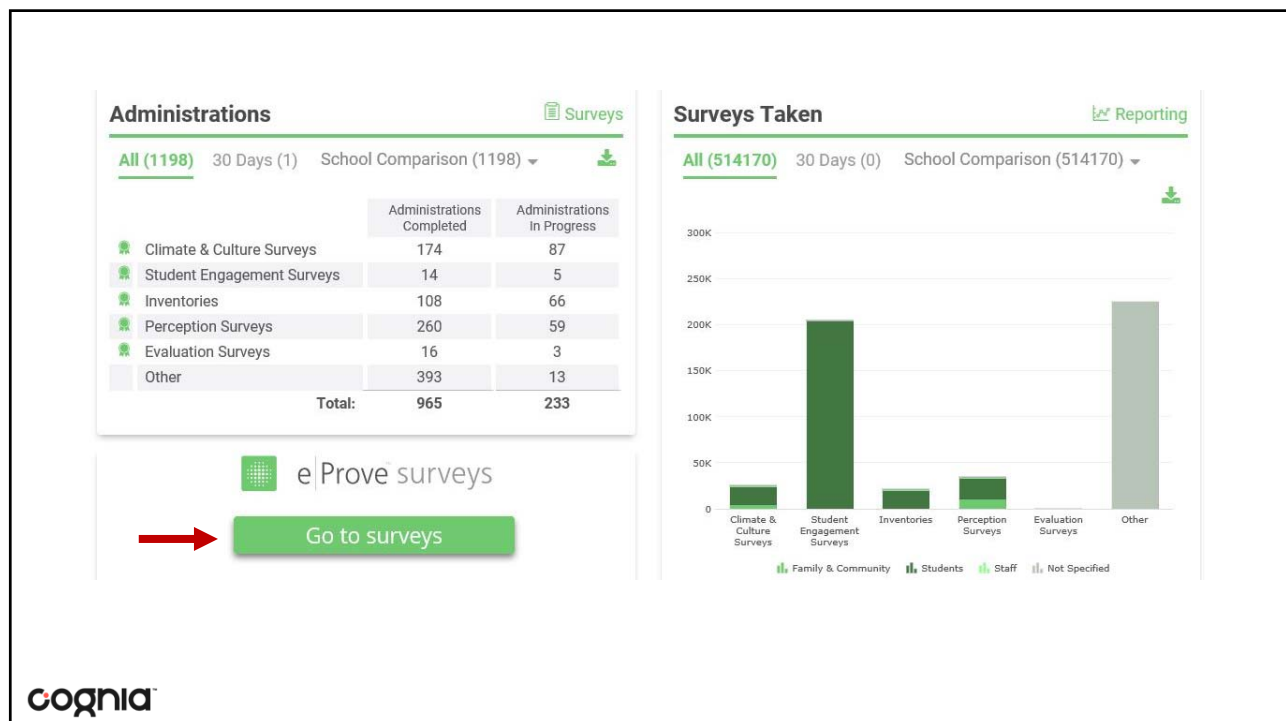
Login

[Request Password](#) [Contact us for login help](#)





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Surveys 10 surveys

Filter by All All

Name	Owner	Respondents	Created	Status	
2019-20 Idaho Student Engagement Survey, Grades 6-8 2019-20 Idaho Student Engagement Survey, Grades 6-8	Idaho State Department of Education (ISDOE)	48933	Created: Jan 09 2020 Open: Feb 18 2020 Close: Apr 03 2020	Closed	<ul style="list-style-type: none"> Preview Survey Change Roster Download Status Monitoring Download Student Roster Download Summary Results Download Disaggregated Results
2019-20 Idaho Student Engagement Survey, Grades 9-12 2019-20 Idaho Student Engagement Survey, Grades 9-12	Idaho State Department of Education (ISDOE)	55323	Created: Jan 09 2020 Open: Feb 18 2020 Close: Apr 03 2020	Closed	
2019-20 Idaho Student Engagement Survey, Grades 3-5 2019-20 Idaho Student Engagement Survey,	Idaho State Department of Education (ISDOE)	47489	Created: Jan 09 2020 Open:	Closed	

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Student Roster Report

Administration Name	2020-21 Idaho Student Engagement Survey Grades 9-12									
Administration Open Date	2/18/2020 7:00									
Administration Close Date	4/4/2020 5:00									
Report Date and Time Stamp	10/5/2020 15:09									
Institution Name	Sample High School									
Institution HOI	Joanne Smith									
Institution HOI Email	jsmith@samplehigh.org									
Institution HOI Phone Num	(208) 333-6000									
Institution PC	Frank Jones									
Institution PC Email	fjones@samplehigh.org									
Institution PC Phone Numb	(208) 333-6000									
Total Students in Administr	1566									
Total Enrollments	1566									
Total Submitted	1490									

Student ID	First Name	Last Name	Status	Login ID	Login Name	Submitted Date	Student Grade	Date of Birth	Gender	Institution Name	State ID
957344428	Fred	Jones	Submitted	957344428	Jon	3/5/2020	11	10/18/2002	Male	Sample High School	001-0007
164418883	Amy	Smith	Assigned	164418883	Smi	N/A	10	5/1/2004	Female	Sample High School	001-0007
943334446	John	Thomas	Submitted	943334446	Tho	3/4/2020	12	2/2/2002	Male	Sample High School	001-0007
749997347	William	Rider	Submitted	749997347	Rid	2/28/2020	12	7/11/2001	Male	Sample High School	001-0007
100820002	Angela	Bradley	Submitted	100820002	Bra	3/5/2020	12	10/12/2001	Female	Sample High School	001-0007
103999966	Hannah	Noble	Submitted	103999966	Nob	2/27/2020	12	10/17/2001	Female	Sample High School	001-0007
103333088	Eva	Green	Submitted	103333088	Gre	2/26/2020	12	6/24/2002	Female	Sample High School	001-0007
102222918	Jacob	Hall	Submitted	102222918	Hal	2/26/2020	12	10/4/2001	Male	Sample High School	001-0007
100811111	Emma	Morris	Submitted	100811111	Mor	2/28/2020	12	11/1/2001	Female	Sample High School	001-0007

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Student Roster Report											
Administration Name	2020-21 Idaho Student Engagement Survey Grades 9-12										
Administration Open Date	2/18/2020 7:00										
Administration Close Date	4/4/2020 5:00										
Report Date and Time Stamp	10/5/2020 15:09										
Institution Name	Sample High School										
Institution HOI	Joanne Smith										
Institution HOI Email	jsmith@samplehigh.org										
Institution HOI Phone Num	(208) 333-6000										
Institution PC	Frank Jones										
Institution PC Email	fjones@samplehigh.org										
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957344428	Fred	Jones	Submitted	957344428	Jon	3/5/2020	11	10/18/2002	Male	Sample High School	001-000
164418883	Amy	Smith	Assigned	164418883	Smi	N/A	10	5/1/2004	Female	Sample High School	001-000
943334446	John	Thomas	Submitted	943334446	Tho	3/4/2020	12	2/2/2002	Male	Sample High School	001-000
749997347	William	Rider	Submitted	749997347	Rid	2/28/2020	12	7/11/2001	Male	Sample High School	001-000
100820002	Angela	Bradley	Submitted	100820002	Bra	3/5/2020	12	10/12/2001	Female	Sample High School	001-000
103999966	Hannah	Noble	Submitted	103999966	Nob	2/27/2020	12	10/17/2001	Female	Sample High School	001-000
103333088	Eva	Green	Submitted	103333088	Gre	2/26/2020	12	6/24/2002	Female	Sample High School	001-000
102222918	Jacob	Hall	Submitted	102222918	Hal	2/26/2020	12	10/4/2001	Male	Sample High School	001-000
100811111	Emma	Morris	Submitted	100811111	Mor	2/28/2020	12	11/1/2001	Female	Sample High School	001-000



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Roster Change Requests

District and School Administrators will serve as the central point of contact for all student roster change requests.

Examples of changes:

- Add a new student (new to state)
- Transfer within district
- Transfer from another district
- Name or grade level correction
- Removing a student



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Roster Change Requests

District and School Administrators will submit all roster change requests via the online template provided in the survey platform.

*Changes should be reflected in your roster within one business day.

Cognia Client Care
888-413-3669
clientcare@cognia.org



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Roster Change Requests


2018-2019 Idaho Student Engagement Survey, Grades 6-8 	Idaho State Department of Education (ISDOE)	1159	Created: Jan 25 2019 Open: Feb 01 2019 Close: Apr 01 2019	Closed	<div> <div></div> <div>Preview Survey</div> <div>Change Roster</div> <div>Download Status Monitoring</div> <div>Download Student Roster</div> <div>Download Summary Results</div> <div>Download Disaggregated Results</div> </div>
2018-2019 Idaho Student Engagement Survey, Grades 9-12 	Idaho State Department of Education (ISDOE)	1517	Created: Jan 25 2019 Open: Feb 01 2019 Close: Apr 01 2019	Closed	
2018-2019 Idaho Student Engagement Survey, Grades 3-5 	Idaho State Department of Education (ISDOE)	1088	Created: Jan 25 2019 Open: Feb 01 2019 Close: 	Closed	



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Roster Change Requests

Roster Change Request

- 1 **Download files**  The download includes a template and instructions. Use the provided template to organize your request.
- 2 **Populate your template and save as a .csv** Follow the instructions provided to populate the template structure.
- 3 **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



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Roster Change Request Confirmation

Cognia Surveys - Roster Change Request

 Cognia <app-noreply@cognia.org>
UAT eProve Emailtest
Thursday, August 8, 2019 at 1:28 PM
[Show Details](#)



Your Cognia™ Surveys Roster Change Request has been completed

Hello <first name>,

Thank you for submitting your Roster Change Request. This request has been validated and completed. If you need any further assistance please [contact Client Care](#).

Cognia Surveys - Roster Change Request

 Cognia <app-noreply@cognia.org>
UAT eProve Emailtest
Thursday, August 8, 2019 at 1:28 PM
[Show Details](#)



Your Cognia™ Surveys Roster Change Request has not been completed

Hello <first name>,

The system was not able to complete the validation of your file.

We have validated and successfully [added #] change requests to [Institution Name's] account.

We have identified [# errors]. These unresolved change requests can be downloaded via the link below. Only those change requests with errors have been included and require re-submission.

Please select the link below to log into Cognia Surveys and review and edit your file. Please be sure to remove the error columns before resubmitting your revised Roster Change Request. If you continue to encounter errors in your file, please [contact Client Care](#) for further assistance.

<https://examplink.mysurvey.cognia.org/>

You may also copy and paste this URL into your browser



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Accessing the Surveys and Status Reports

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Getting Ready

www.eProvelearner.org

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2022-23 Idaho Student Engagement Surveys Sample Survey Administration Scripts and Guidance

Elementary Survey Grades 3-5

Good (Morning, Afternoon),

Today, you will be taking a survey on your (computer/laptop/Paid, etc.) to help us know how you feel about learning and what is important to you about school. This is not a test. There are no right or wrong answers. Read each question or statement and pick the answer that is most like you. Please be honest. Your parents or teachers won't see your answers.

All of the questions need an answer, so be sure not to skip any of them.

Do you have any questions before we begin?

<ADDITIONAL GUIDANCE FOR GRADES 3-5>

"Now we are ready to begin. (Click or enter) the link to begin. On the login page, select Idaho from the state dropdown menu. Then, in the Login ID box, enter the student ID number from the paper I gave to you. Be sure the paper has your name on it. Then, in the last box, type the first three letters of your last name. For example, my name is Ms. Smith, so I would enter s m l. Once all three boxes have been filled in, click login."

You should see a question on your screen asking you to confirm your information. If everything is correct, please click "Yes" and begin the survey. Take your time and have fun!

School Personnel Use Only:

*Note:

- Please provide all students the following website for the Cognia Student Portal: www.eProvelearner.org
- When students are on the login page, they must select Idaho, enter their assigned Login ID and the first 3 characters of their last name.
- They will see a 2nd screen asking them to confirm whether or not they are the student shown.
- They will have unlimited attempts to login to the portal. Please assist them when asked.
- When they have successfully logged in, they will need to select **Start Survey**.
- All questions are required in order for students to select the green arrow at the end of the survey to submit.
- Students will be returned to their Student Portal dashboard, once the survey has been submitted. The survey will show as **Completed Survey**. The student will need to Log Out of the Student Portal.
- Students cannot access or retake the survey once it has been completed.

*Supporting Students with Disabilities or English Learners:

- School personnel are welcome to read each survey question and answers to students. Please be mindful to read the items without any expression, which may influence students to select a specific response.
- Please note that if you do read questions or answers to a student, you must not change the wording unless the student has such an accommodation designated in their IEP or 504 plan.



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Student Portal Login

e Prove surveys Student Portal

Language Settings

Secure Student Surveys

Select your State:

Idaho

Login ID:

1587512487

Enter the first three characters of your last name: smi

Login

Student Roster Report

First Name	Last Name	Status	Login ID	Last Name	Cor
Joe	Smith	Assigned	1587512487	Smi	NA
Mary	Happy	Submitted	5875426845	Hap	2/2
Eddie	Jones	Submitted	1418782654	Jon	2/2
Latoya	Fredricks	Assigned	4579985332	Fre	NA
Angela	Hillard	Assigned	6985547522	Hil	NA
Tommy	Beck-Roy	Assigned	6687475266	Bec	NA
Jason	Adams	Assigned	8987551437	Ada	NA

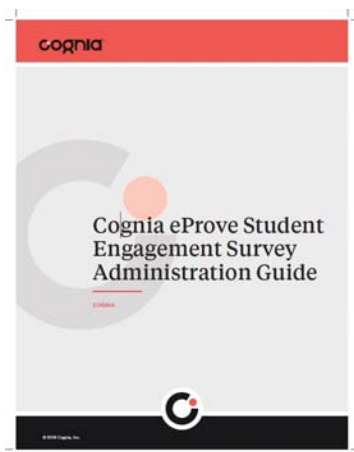
www.eProvelearner.org

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Student Accommodations



In general, students should be provided with accommodations that fall within the scope of their IEP or 504 plans. Guidance regarding time, presentation and response accommodations are provided in the **Survey Administration Guide**.

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Status Monitoring Report

	A	B	C	D	E	F
2						
3	Administration Name	2021-22 Idaho Student Engagement Survey Grades 9-12				
4	Administration Open Date	2/14/2022 7:00				
5	Administration Close Date	4/7/2022 5:00				
6	Report Date and Time Stamp	9/20/2022 9:22				
7	Institution Name	Boise High School				
8	Institution HOI	Robert Thompson				
9	Institution HOI Email	robb.thompson@boiseschools.org				
10	Institution HOI Phone Number	-				
11	Institution PC	Robert Thompson				
12	Institution PC Email	robb.thompson@boiseschools.org				
13	Institution PC Phone	-				
14	Total Students in Administration	1511				
15	Total Enrollments	1511				
16	Total Submitted	1380				
17						
18						
19						
20	Institution Name	State ID	Advanced II Institution Type	Total Students Assigned	Total Students Submitted	
21	Boise High School	001-0007	228932 school	1511	1380	



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Student Roster Report

	A	B	C	D	E	F	G	H	I	J	K
2	Student Roster Report										
3											
4	Administration Name	2022-23 Idaho Middle School Student Engagement Survey									
5	Administration Open Date	2/15/23									
6	Administration Close Date	3/31/23									
7	Report Date and Time Stamp	1/22/19 19:31									
8	Institution Name	York 02 (Clover)									
9	Institution HOI	Mr. Tom Jones									
10	Institution HOI Email	tjones@samplehs.org									
11	Institution HOI 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	Students Assigned	10									
16	Students Completed	2									
17											
18	Student ID	First Name	Last Name	Status	Login Last Name	Login ID	Completion Date	Student Grade	Date of Birth	Gender	Institution Name
19	1002609948	Donna	Stevens	Assigned	STE	1002609948	N/A	6	10/4/06	Female	Clover Middle School
20	1002609941	Mary	Smith	Assigned	SMI	1002609941	N/A	6	6/14/06	Female	Clover Middle School
21	1002609934	Nancy	Mason	Completed	N/A	1002609934	1/22/19	6	5/22/06	Female	Clover Middle School
22	1002609927	Jayden	Lopez	Assigned	LOP	1002609927	N/A	6	6/16/06	Male	Clover Middle School
23	1002609919	Maria	Frank	Assigned	FRA	1002609919	N/A	6	5/2/06	Female	Clover Middle School
24	1002609911	William	Evans	Completed	EVA	1002609911	1/22/19	6	10/16/06	Male	Clover Middle School
25	1002609903	Susan	Davis	Assigned	DAV	1002609903	N/A	6	5/9/06	Female	Clover Middle School
26	1002609895	Robert	Clark	Assigned	CLA	1002609895	N/A	8	2/15/04	Male	Clover Middle School



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Survey Results

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Survey Results

Two reports will be available in the survey platform after the administration closes.

- A basic summary report will be available for download within 2 weeks.
- A disaggregated report, with more detailed demographic data, will be available for download within 8 weeks.

Engagement Profile by Domain

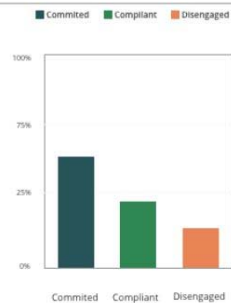
Emotional

N - Number of Participants

% - Percentage of Participants per Category

N	Committed	%
318	Invested	28%
432	Immersed	72%
N	Compliant	%
362	Strategic	64%
287	Ritual	36%
N	Disengaged	%
514	Retreatism	79%
198	Rebellion	21%

NOTE: Due to rounding, percentages may not sum to exactly 100%.



Cognia 2020-21 School Report

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Contact Us

- If you need technical support regarding survey administration, please contact Cognia Client Care at 888.413.3669 or clientcare@cognia.org
- The Idaho Cognia Regional Office is also available for assistance. Contact Dale Kleinert at dale.kleinert@cognia.org
- For questions about the survey and its use in school accountability or policy questions, contact the SDE at assessments@sde.idaho.gov



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Thank you!



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