



2019-20 Idaho Student Engagement Survey

Training for District Administrators
and Accountability Coordinators



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

Survey Administration Resources and Support



ISDE Resource Page

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

The screenshot shows the top portion of a website page. At the top left is the Idaho State Department of Education logo and the text "IDAHO STATE DEPARTMENT OF EDUCATION". To the right are navigation links for "Menu", "Search", and "Language". Below this is a dark blue navigation bar with the breadcrumb "Home / Departments / Assessment & Accountability / Engagement Surveys". The main content area has a large orange and white graphic with the text "Engagement Surveys" and an image of hands typing on a keyboard. Below the graphic is a paragraph explaining that Idaho's accountability system includes satisfaction and engagement surveys. A second paragraph states that all public schools in Idaho must administer these surveys to students in grades 3-12, school staff members, and the parents of the students they serve. A table titled "Survey Administration Dates" lists the dates for Student, Staff, and Parent surveys, all from February 18 to March 31, 2020. On the right side, there is a sidebar titled "Assessment & Accountability" with a list of links including Accountability, Civics, College Entrance Exams, Engagement Surveys (with a sub-link for Parent Survey Toolkit), English Language Proficiency, Idaho Reading Indicator, ISAT Comprehensive System, ISAT English Language Arts/Literacy, ISAT Mathematics, ISAT Science, Lexile & Quantile, National & International, and Special Education & Alt Assessment.

IDAHO
STATE DEPARTMENT OF EDUCATION

Menu Search Language

Home / Departments / Assessment & Accountability / Engagement Surveys

Engagement Surveys

Idaho's accountability system includes satisfaction and engagement surveys administered to students, staff members, and parents. These surveys are an important measure of school quality.

Each year, all public schools in Idaho must administer these surveys to students in grades 3-12, school staff members, and the parents of the students they serve. Idaho currently administers these surveys via AdvancED's delivery platform.

Survey Administration Dates		
Student Survey February 18 - March 31, 2020	Staff Survey February 18 - March 31, 2020	Parent Survey February 18 - March 31, 2020

Files FAQs Training Links

Assessment & Accountability »

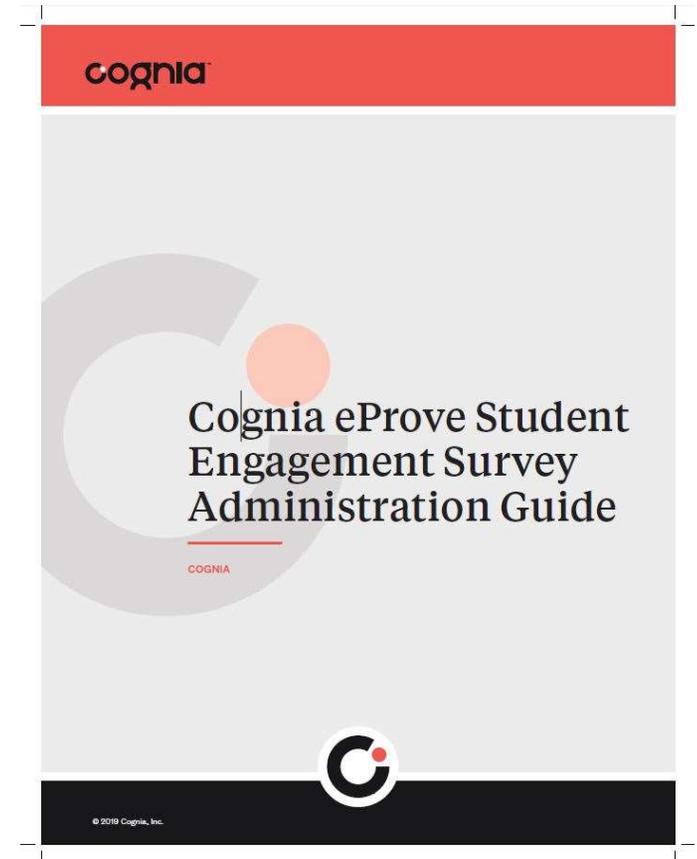
- > Accountability
- > Civics
- > College Entrance Exams
- > **Engagement Surveys**
 - Parent Survey Toolkit
- > English Language Proficiency
- > Idaho Reading Indicator
- > ISAT Comprehensive System
- > ISAT English Language Arts/Literacy
- > ISAT Mathematics
- > ISAT Science
- > Lexile & Quantile
- > National & International
- > Special Education & Alt Assessment



Administration Guide

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

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



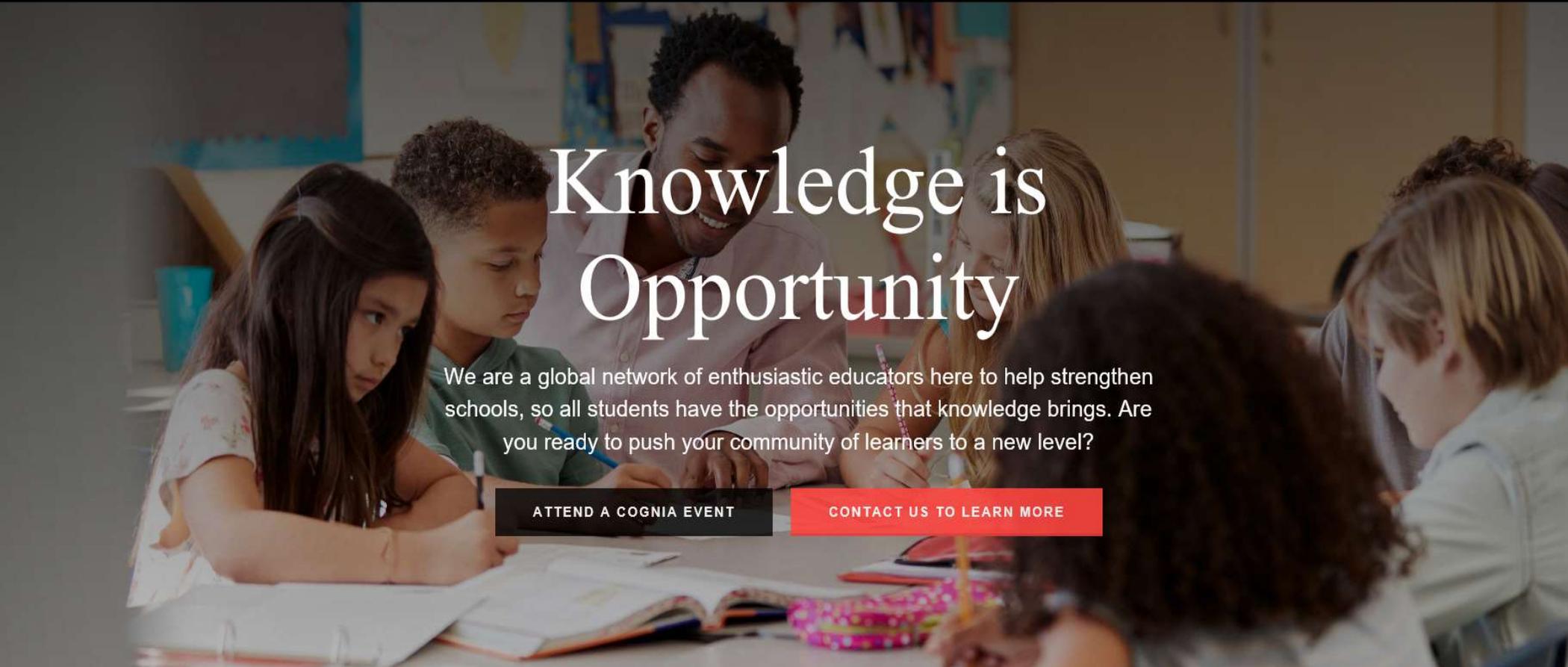
Survey Administration Dates

Start Date: February 18, 2020

Close Date: March 31, 2020

Student Engagement Surveys

Survey Name	Grade Levels
2019-20 Idaho Elementary School Student Engagement Survey	Grades 3 - 5
2019-20 Idaho Middle School Student Engagement Survey	Grades 6 - 8
2019-20 Idaho High School Student Engagement Survey	Grades 9-12



Knowledge is Opportunity

We are a global network of enthusiastic educators here to help strengthen schools, so all students have the opportunities that knowledge brings. Are you ready to push your community of learners to a new level?

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[CONTACT US TO LEARN MORE](#)

Permissions and Rosters



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 eProve surveys to review the rosters and survey information prior to administration

eProve Surveys: Permissions

Role: Administrator

Permissions:

- District Superintendents
- District Accountability Coordinators
- School Principals



Welcome to eProve Surveys!

You've been granted permission to use eProve surveys for the following institution:

Idaho State Department of Education (ISDOE)

Please select the button below to access eProve Surveys.

[Access eProve surveys](https://eprovesurveys.advanc-ed.org/surveys)

If you cannot view the links in this email, please copy and paste this URL into your browser:

<https://eprovesurveys.advanc-ed.org/surveys>

CONFIDENTIALITY NOTICE

This message is intended exclusively for the individual or entity to which it is addressed. This communication may contain information that is proprietary, privileged, confidential or otherwise legally exempt from disclosure. If you are not the named address, please do not disseminate this message or any part of it.

If you have received this message in error, please notify AdvancED immediately by phone (888.413.3669) and delete all copies of this message.

Cognia Customer Care
888-413-3669
eProve@cognia.org

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Student Roster Report													
2														
3	Administration Name	2019-20 Idaho Middle School Student Engagement Survey												
4	Administration Content	2019-20 Idaho Middle School Student Engagement Survey												
5	Administration Open Date	2/18/20												
6	Administration Close Date	3/31/20												
7	Report Date and Timestamp	02/22/2019 02:24pm												
8	Institution Name	Sample High School												
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	Student Assigned	210												
16	Student Completed	2												
17														
18	Student ID	First Name	Last Name	Status	Login ID	Last Name	Completion Date	Student Grade	Gender	Race	Institution Name	Institution ID	AdvancED Institution ID	Parent Institution Name
19	111-111111	Joe	Smith	Assigned	1587512487	Smi	NA	9	Male	W	Sample High School	1234567	25688	Sample S
20	111-111112	Mary	Happy	Submitted	5875426845	Hap	2/22/19	10	Female	W	Sample High School	1234567	25688	Sample S
21	111-111113	Eddie	Jones	Submitted	1418782654	Jon	2/23/19	10	Male	W	Sample High School	1234567	25688	Sample S
22	111-111114	Latoya	Fredricks	Assigned	4579985332	Fre	NA	9	Female	B	Sample High School	1234567	25688	Sample S
23	111-111115	Angela	Hillard	Assigned	6985547522	Hil	NA	9	Female	B	Sample High School	1234567	25688	Sample S
24	111-111116	Tommy	Beck-Roy	Assigned	6687475266	Bec	NA	9	Male	A	Sample High School	1234567	25688	Sample S
25	111-111117	Jason	Adams	Assigned	8987551437	Ada	NA	11	Male	PI	Sample High School	1234567	25688	Sample S
26	111-111118	Hillary	Duffv	Assigned	7874522478	Duf	NA	9	Female	W	Sample High School	1234567	25688	Sample S

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Student Roster Report													
2														
3	Administration Name	2019-20 Idaho Middle School Student Engagement Survey												
4	Administration Content	2019-20 Idaho Middle School Student Engagement Survey												
5	Administration Open Date	2/18/20												
6	Administration Close Date	3/31/20												
7	Report Date and Timestamp	02/22/2019 02:24pm												
8	Institution Name	Sample High School												
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	Student Assigned	210												
16	Student Completed	2												
17														
18	Student ID	First Name	Last Name	Status	Login ID	Last Name	Completion Date	Student Grade	Gender	Race	Institution Name	Institution ID	AdvancED Institution ID	Parent Institution Name
19	111-111111	Joe	Smith	Assigned	1587512487	Smi	NA	9	Male	W	Sample High School	1234567	25688	Sample S
20	111-111112	Mary	Happy	Submitted	5875426845	Hap	2/22/19	10	Female	W	Sample High School	1234567	25688	Sample S
21	111-111113	Eddie	Jones	Submitted	1418782654	Jon	2/23/19	10	Male	W	Sample High School	1234567	25688	Sample S
22	111-111114	Latoya	Fredricks	Assigned	4579985332	Fre	NA	9	Female	B	Sample High School	1234567	25688	Sample S
23	111-111115	Angela	Hillard	Assigned	6985547522	Hil	NA	9	Female	B	Sample High School	1234567	25688	Sample S
24	111-111116	Tommy	Beck-Roy	Assigned	6687475266	Bec	NA	9	Male	A	Sample High School	1234567	25688	Sample S
25	111-111117	Jason	Adams	Assigned	8987551437	Ada	NA	11	Male	PI	Sample High School	1234567	25688	Sample S
26	111-111118	Hillary	Duffy	Assigned	7874522478	Duf	NA	9	Female	W	Sample High School	1234567	25688	Sample S

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

Roster Change Requests

District and School Administrators will submit all roster change requests via the online template provided on eProve surveys.

*Changes can take up to 72 hours to be reflected on the rosters

Cognia Customer Care

888-413-3669

eProve@cognia.org

Roster Change Requests

2018-2019 Idaho Student Engagement Survey, Grades 6-8  Idaho Middle School Student Engagement Survey 2018-2019	<i>Idaho State Department of Education (ISDOE)</i>	1159	Created: <i>Jan 25 2019</i> Open: <i>Feb 01 2019</i> Close: <i>Apr 01 2019</i>	Closed	<ul style="list-style-type: none">  Preview Survey  Change Roster  Download Status Monitoring  Download Student Roster  Download Summary Results  Download Disaggregated Results
2018-2019 Idaho Student Engagement Survey, Grades 9-12  Idaho High School Student Engagement Survey 2018-2019	<i>Idaho State Department of Education (ISDOE)</i>	1517	Created: <i>Jan 25 2019</i> Open: <i>Feb 01 2019</i> Close: <i>Apr 01 2019</i>	Closed	
2018-2019 Idaho Student Engagement Survey, Grades 3-5  Idaho Elementary School Student Engagement Survey 2018-2019	<i>Idaho State Department of Education (ISDOE)</i>	1088	Created: <i>Jan 25 2019</i> Open: <i>Feb 01 2019</i> Close:	Closed	

Roster Change Requests

Student Roster Change Request

Select the button below to download the roster template and begin your Roster Change Request.

 **Download Roster Template**

Once the roster template is completed, upload your new roster file. Please include any comments you have below in the space provided.

Upload File
(10 MB limit)



Enter comments here. Please do not include any student information in this comment area.



Cancel

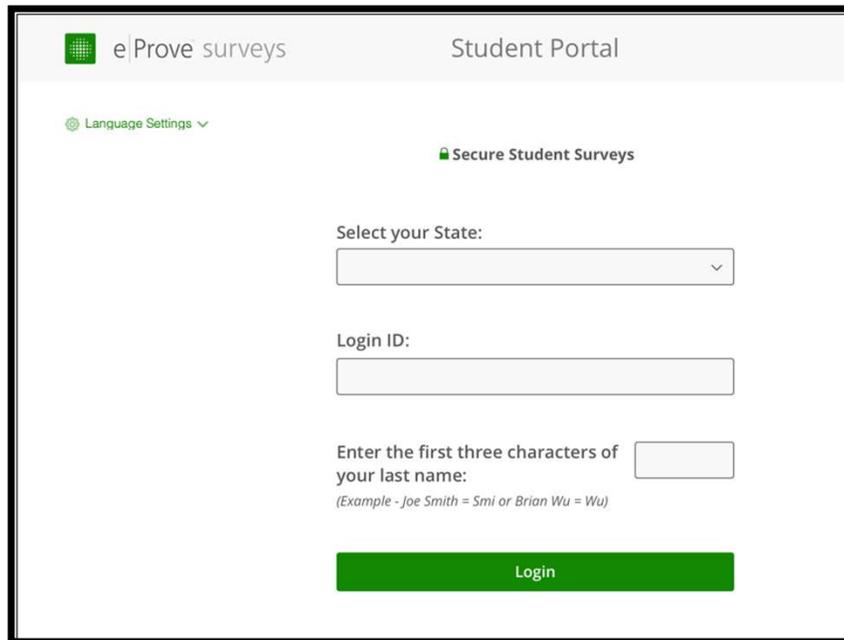
Submit

Accessing the Surveys and Status Reports



Getting Ready

2019-20 Idaho Student Engagement Surveys
Sample Survey Administration Scripts and Guidance



The screenshot shows the 'Student Portal' for 'e|Prove surveys'. It includes a 'Language Settings' dropdown, a 'Secure Student Surveys' lock icon, and a 'Select your State:' dropdown menu. Below that is a 'Login ID:' text input field. Further down is a text input field for 'Enter the first three characters of your last name:' with an example '(Example - Joe Smith = Smi or Brian Wu = Wu)'. A green 'Login' button is at the bottom.

www.eProvelearner.org

Elementary Survey Grades 3-5

Good (Morning, Afternoon),

Today, you will be taking a survey on your (computer/laptop/iPad, 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. It is very important that you provide honest answers so that we have good information and know how to do better at our job and make school more fun.

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

Do you have any questions before we begin?

<INSERT APPROPRIATE INSTRUCTIONS, such as "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 i. Once all three boxes have been filled in, click login."

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.
- 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.

Student Portal Login

e|Prove surveys Student Portal

Language Settings ▾

Secure Student Surveys

Select your State:

Login ID:

Enter the first three characters of your last name:

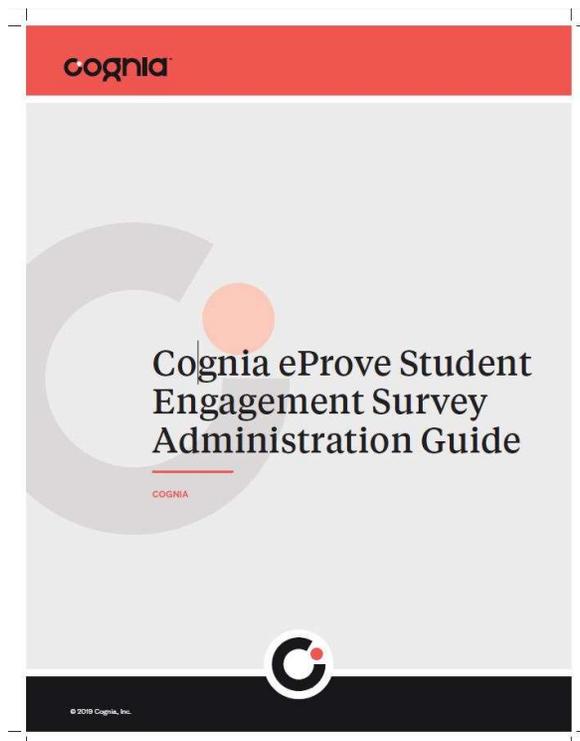
(Example - Joe Smith = Smi or Brian Wu = Wu)

Student Roster Report

First Name	Last Name	Status	Login ID	Last Name	Con
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

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**.

Status Monitoring Report

	A	B	C	D	E	F
1	2018-19 South Carolina Middle School Student Eng					
2	Status Monitoring Report					
3						
4	Administration Name	2019-20 Idaho Middle School Student Engagement Survey				
5	Administration Open Date	2/18/20				
6	Administration Close Date	3/31/20				
7	Report Date and Time Stamp	1/22/19 21:08				
8	Institution Name	Clover Middle School				
9	Institution HOI	Tom Jones				
10	Institution HOI Email	tjones@samplehs.org				
11	Institution HOI Phone Number	803-810-8300				
12	Institution PC	Susie Smith				
13	Institution PC Email	ssmith@samplehs.org				
14	Institution PC Phone	803-810-8300				
15						
16						
17						
18	Institution Name	State ID	AdvancED ID	Institution Type	Total Students Assigned	Total Students Completed
19	Clover Middle School	123456	210641	school	10	2

Student Roster Report

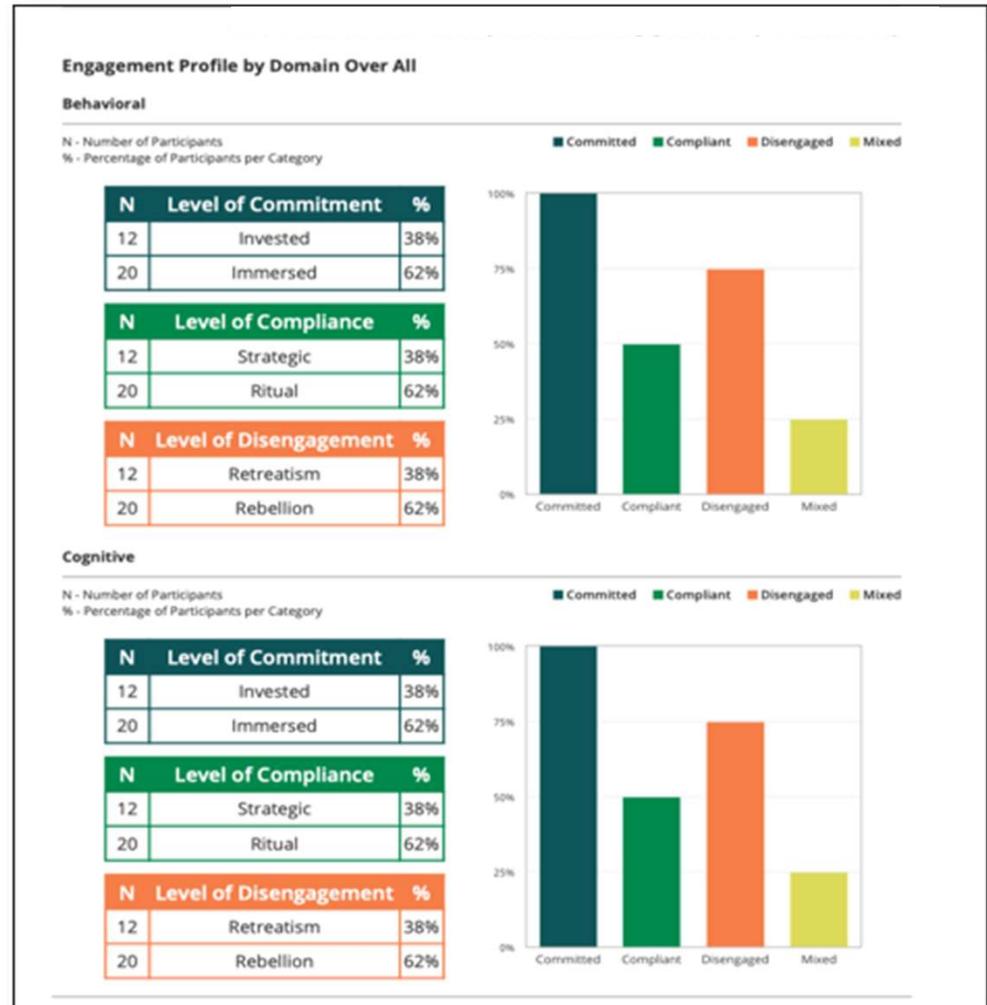
	A	B	C	D	E	F	G	H	I	J	K
2	Student Roster Report										
3											
4	Administration Name	2019-20 Idaho Middle School Student Engagement Survey									
5	Administration Open Date	2/18/20									
6	Administration Close Date	3/31/20									
7	Report Date and Time Stamp	1/22/19 19:31									
8	Institution 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	5/14/06	Female	Clover Middle School
21	1002609934	Nancy	Mason	Completed	MAS	1002609934	1/22/19	6	12/29/06	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

Survey Results



Survey Results

A basic survey summary report will be made available in eProve shortly after the close of the survey administration window (by mid-April 2020)



Contact Us

- If you need technical support regarding survey administration, please contact the Cognia Help Desk at 888.413.3669 or eprove@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 Kevin Whitman at the SDE at kwhitman@sde.idaho.gov

Thank you!



cognia™

