

Guide for Secondary Administration—Grades 6-12

Instructions include:

- Overview for the Proctor
- Steps and Script for Survey Administration (pg. 4)
- *SPS Questions* (pg. 6 for English, pg. 7 for Spanish)
- *SPS Vocabulary Definitions* (pg. 8)
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Questions?

Contact the LEAP Hotline:

- LEAP@dpsk12.org
- 720-423-2600



The 3 Main Roles for the Proctor:

- Assist students in accessing and completing the survey (**Proctors should remain at the front of the classroom, unless a student needs technical assistance.**)
- Provide survey instructions.
- Troubleshoot any problems students encounter during the survey.

General Survey Administration Steps— Secondary

All students should go through accessing the email, and verifying their survey teachers together so that you can provide instructions and assist with that process. **Then they can complete the surveys at their own pace.**

Students need to return to their email inbox to access the second survey link once they have completed the first one. When both surveys are done they can simply close the browser window.

Secondary (Grades 6-12) Student Perception Survey Instructions

PROCTORING SCRIPT:

SAY: Today, you're going to answer questions about two of your teachers. Your responses will help your teachers understand what they do well in class and how they may be able to improve.

SAY: Let's log into your DPS .net email account. From here please look for the email that says "Complete Student Perception Surveys"

SAY: Please log into your DPS .net email

SAY: Look for the email that says "Complete Student Perception Survey" and open it and click on the "click here" button.

SAY: If you do not have a Student Perception email please raise your hand and I will come over shortly to take a look

SAY: Once you are there , please verify you are **currently taking classes for the two teachers shown.**

SAY: If you see a teacher you do not currently take class with please raise your hand. You will obviously not take the survey for a teacher you do not see **Only survey teachers that you currently see for class.**

SAY: A survey is different from a test. On a survey, you are asked for your opinions. There are no right or wrong answers and you will not be graded. "Opinions" are personal ideas about a topic. For example, some of you may have an opinion that pepperoni pizza is the most delicious type of pizza, while other students may have an opinion that cheese pizza is the most delicious.

Your teachers will never get to see your individual answers, only a summary of all of their responses. Your accurate reflections are expected.

SAY: This survey has 30 questions for you to read and answer. You will click on the one answer that best explains your opinion.

If you do not understand what a word means, you may raise your hand and ask me for the definition.

If you cannot answer a question, you should leave that question blank and skip it. You do not have to provide an answer for any question that you do not understand.

SAY: After you have selected an answer, click NEXT. If you need to go back to a question, click BACK. Do not use browser buttons to move forward or backward.

Script Continued on Next Page

Secondary (Grades 6-12) Student Perception Survey Instructions

Say: Please go ahead and begin your surveys. When you are done with BOTH of them you will close your browser window.

Procter—For Your Information—students will see the following when they begin the survey:

Welcome to the Student Perception Survey. Please follow these directions.

1. Be sure you complete surveys for both teachers (both links) that you have been sent via email.
2. Be thoughtful about your answers.

and

1. You are going to answer 30 questions about your teacher.
2. These questions ask your opinions about your class with this teacher.
3. Your responses will help your teacher understand what they do well and how they may improve.
4. There are no right or wrong answers.
5. Your teachers NEVER see your individual responses. They will only see a summary from all students' combined answers.
6. Please read each question carefully before answering and if you are not sure what it means raise your hand.
7. After you have selected an answer, click NEXT. If you need to go back to a question, click BACK.
8. Do not use browser buttons to move forward or backward.

Important Note: If a student has no email at all in their inbox please notify leap@dpsk12.org. This student will have to wait until another time to participate in the process as there is no “quick” way to resolve the issue.

SPS Questions: English

RESPONSE CHOICES

Never	Some of the Time	Most of the Time	Always
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Question #	Question
1	My teacher values and respects my input.
2	My teacher helps me understand my mistakes so that I can do better next time.
3	My teacher makes sure that the class rules are clear.
4	My teacher tries to make learning interesting.
5	My teacher expects me to actively participate in class.
6	My teacher explains what we are learning and why.
7	My teacher ignores me.
8	My teacher wants me to think about things I learn so that I can apply them to challenging tasks and activities.
9	My teacher encourages me to share my ideas.
10	My teacher makes sure that we all treat each other with respect.
11	My teacher helps me learn new things.
12	My teacher uses examples in class that I understand.
13	I like the way my teacher treats me.
14	My teacher gives me support to help me improve my work.
15*	My teacher hurts my feelings.*
16	My teacher checks to make sure I understand.
17	In my teacher's class, I have to think hard about the work I do.
18	My teacher believes in me.
19	My teacher makes sure that students do what they're supposed to be doing.
20	My teacher encourages me to give my best effort.
21	My teacher is good at explaining things that are hard to understand.
22*	I get bored in my teacher's class.*
23	My teacher explains things in different ways.
24	My teacher uses our classroom rules and expectations to encourage positive behavior.
25	In my teacher's class, I have to explain my answers.
26	My teacher is nice to me when I need help.
27	My teacher makes sure I do my best in class.
28	The rules in my teacher's class are fair.
29	My teacher takes time to make sure the class understands the material.
30	My teacher cares about me.

* These questions are used only to filter out surveys in which students answer all questions with the same response. They are not used in SPS scoring.

SPS Questions: Español

RESPONSE CHOICES

Nunca	A Veces	Frecuente	Siempre
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Question #	Question
1	<i>Mi maestro valora y respeta mi opinión.</i>
2	<i>Mi maestro(a) me ayuda a entender los errores que cometo para hacerlo mejor la próxima vez.</i>
3	<i>Mi maestro(a) se asegura de que las reglas de la clase estén claras.</i>
4	<i>Mi maestro intenta hacer que el aprendizaje sea interesante.</i>
5	<i>Mi maestro espera que participe activamente en clase.</i>
6	<i>Mi maestro(a) explica lo que estamos aprendiendo y por qué.</i>
7	<i>Mi maestro(a) me ignora.</i>
8	<i>Mi maestro quiere que piense en las cosas que aprendo para que pueda aplicarlas a tareas y actividades desafiantes.</i>
9	<i>Mi maestro(a) me anima a compartir mis ideas.</i>
10	<i>Mi maestro(a) se asegura de que nos respetemos los unos a los otros.</i>
11	<i>Mi maestro(a) me ayuda a aprender cosas nuevas.</i>
12	<i>Mi maestro(a) usa ejemplos que entiendo durante la clase.</i>
13	<i>Me gusta la manera en que me trata mi maestro(a).</i>
14	<i>Mi maestro me ofrece apoyo para ayudarme a mejorar mi trabajo.</i>
15*	<i>Mi maestro(a) ha herido mis sentimientos.*</i>
16	<i>Mi maestro(a) verifica de que entiendo.</i>
17	<i>En la clase de mi maestro(a), tengo que pensar mucho sobre el trabajo que hago.</i>
18	<i>Mi maestro(a) tiene fe en mí.</i>
19	<i>Mi maestro(a) se asegura de que los estudiantes hagan lo que se supone que tienen que hacer.</i>
20	<i>Mi maestro me anima a dar lo mejor de mí. .</i>
21	<i>Mi maestro(a) es bueno(a) para explicar las cosas que son difíciles de entender.</i>
22*	<i>Me aburro en la clase de mi maestro(a).*</i>
23	<i>Mi maestro(a) explica las cosas de distintas maneras.</i>
24	<i>Mi maestro utiliza nuestras reglas y expectativas en clase para fomentar un comportamiento positivo..</i>
25	<i>En la clase de mi maestro(a), tengo que explicar mis respuestas.</i>
26	<i>Mi maestro(a) es amable conmigo cuando necesito ayuda.</i>
27	<i>Mi maestro se asegura de que dé lo mejor de mí en clase.</i>
28	<i>Las reglas de la clase de mi maestro(a) son justas.</i>
29	<i>Mi maestro se toma el tiempo para asegurarse de que la clase entienda el material.</i>
30	<i>Mi maestro(a) se preocupa por mí.</i>

* These questions are used only to filter out surveys in which students answer all questions with the same response. They are not used in SPS scoring.

SPS Vocabulary Definitions

Word	Acceptable Definitions for Students
Expects	If someone <i>expects</i> you to do something, it means that they <u>require you</u> to do something or <u>really want</u> you to do something.
Makes sure	If someone <i>makes sure</i> that something happens, it means that they <u>make absolutely certain</u> that something happens and <u>have no doubt</u> that it happens.
Explains	If someone <i>explains</i> something, it means they <u>give you information</u> about something or <u>help you understand</u> what something means.
Ignores	If someone <i>ignores</i> you, it means they <u>don't notice</u> you or are <u>not paying attention</u> to you.
Memorize	If someone wants you to <i>memorize</i> something, they want you to <u>know something by heart</u> .
Encourages	If someone <i>encourages</i> you, it means that they are <u>pushing</u> you to do well, or <u>supporting</u> you and your work.
Treats	If someone <i>treats</i> you nicely, it means they <u>are nice</u> to you, or if someone treats you badly, it means they <u>are mean</u> to you.
Checks	If someone <i>checks</i> on you, it means they <u>ask</u> how you are doing.
Believes in	If someone <i>believes</i> in you, it means they <u>know you can</u> do something or they have <u>confidence</u> in you.
Fair	If something is fair, it means it is the <u>same</u> for everyone.
<i>Español</i>	
Espera	Si alguien <i>te espera</i> hagas algo significa que <u>se requieren</u> te haces algo o <u>realmente quiere</u> te haces algo.
Me esfuerce	Si alguien <i>se esfuerce</i> significa que <u>hagas tu mejor intento</u> o <u>lo mejor que tu puedas</u> .
Se asegura	Si alguien <i>se asegura</i> de que algo sucede significa que <u>está absolutamente seguro</u> que algo sucede y <u>no tienen duda</u> de lo que ocurre.
Aprendizaje	<i>Aprendizaje</i> significa <u>lo que estás aprendiendo</u> .
Explica	Si alguien <i>te explica</i> algo significa que <u>te dan información</u> sobre algo o <u>le ayudará a entender</u> lo que algo significa.
Ignora	Si alguien <i>te ignora</i> significa que <u>no se dan cuenta</u> , o <u>no te dan la atención</u> que necesitas.
Anima	Si alguien <i>te anima</i> significa que <u>te empuja</u> a hacer las cosas bien, o <u>te apoya</u> en tu trabajo.
Permite	Si alguien <i>permite</i> algo significa que <u>deja</u> que algo suceda o que algo pase.
Desanime	Si alguien <i>desanime</i> significa que alguien <u>de quita</u> el ánimo.
Trata	Si alguien <i>te trata</i> bien significa que <u>se portan bien</u> contigo o si alguien <i>te trata</i> mal significa que <u>se portan mal</u> contigo.
Verifica	Si alguien <i>verifica</i> significa que alguien <u>chequea</u> como estas hacienda.
Tiene fe	Si alguien <i>tiene fe</i> significa que <u>cree en ti</u> o <u>saben que puedes</u> hacer algo.
Dar por vencido	Si alguien <i>se da por vencido</i> significa <u>se rinda</u> .
Distintas	<i>Distintas</i> significa <u>varias</u> o <u>diferentes</u> .
Justo	Si algo es <i>justo</i> significa que es <u>lo mismo</u> para todos.

Technology Issues

Wireless connections; device problems;

- DoTS Hotline: 720-423-3888 or DoTS_Hotline@dpsk12.org
- Or your school's tech or SAL

Questions About Survey Administration

When/where/how to administer the survey; questions about survey protocols

- **LEAP Hotline:** 720-423-2600 or LEAP@dpsk12.org
- Or your school's SAL

Troubleshooting Specific Problems

The only issue may be that the student doesn't have the email in their inbox or one or both teachers listed in the email they are not seeing for a class.

If there is no email, this cannot be solved in the moment. The SAL should be notified and he/she/they can contact leap@dpsk12.org for assistance. The solution is the same for a student who sees two teachers that they are not seeing for classes.

If the student can only answer one survey (because the other teacher is not someone they have for class) that is okay.

