

Guide for Elementary Administration— Grades 3-5

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)
- *Troubleshooting Guide* with information on addressing problems students may encounter while completing the survey (pg. 9)

Questions?

Contact the LEAP Hotline:

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



The 3 Main Roles for the Proctor:

1. Assist students in accessing and completing the survey (Proctors **should remain at the front of the class**, unless providing technical assistance)
2. Provide survey instructions and read questions aloud (if needed)
3. Troubleshoot any problems students encounter during the survey.

General Survey Administration Steps—Elementary

- All students should go through each survey together. As mentioned earlier, you may want to read each survey question aloud to the class to facilitate the survey process.

Survey Tips:

1. Ask students to put their thumbs up when they're ready to go to the next screen to make sure everyone is in the same place in the survey.
2. You also may access a powerpoint slide deck of the questions if you choose to project them to help students follow along (English and Spanish). Please ask your SAL for the link.

Once all students have finished, have them close the survey browser window.

Elementary (Grades 3-5) Student Perception Survey Instructions

PROCTORING SCRIPT

SAY: Please log into your DPS .net email

SAY: Look for the email that says “Complete Student Perception Survey” and open it

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

Important Note: If a student has NO EMAIL AT ALL please contact leap@dpsk12.org after you are done with the surveys for everyone else. This student will have to wait until another time to participate in the process as there is no “quick” way to resolve the issue.

SAY: Click on the link in the email that says “Click Here”

- **NOTE—this initial letter is not translated into any languages** and therefore you may need to direct some students where to click and help them get to the right teacher. Once the actual survey link opens they can select their language. (**Languages available:** Spanish, Arabic, Vietnamese, Amharic, Somali, Portuguese, French, Nepali, Burmese and Russian)

SAY: From the list of teachers (links) please select (X) teacher’s link as this is who we will be surveying. Please make sure you select the correct link as we will not be verifying it.

For students needing a translated survey they can select their language now.

SAY: Now I will read these instructions out loud please do not skip ahead.

Read the following out loud:

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

1. Be sure you have selected the correct link for the teacher you are being asked to survey.
2. Wait for your me to tell you to begin.
3. I will be reading each question out loud and therefore you need to wait to move on to the next question I tells you to do so.
4. Be thoughtful about your answers.
5. Ask for help when you need further understanding.

SCRIPT CONTINUED ON NEXT PAGE

PROCTORING SCRIPT (continued)

SAY: Click on Next (and then read this aloud as well)

1. You are going to answer some questions about your teacher.
2. These questions ask your opinions about your class.
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. (Today I will read them aloud)
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.

SAY: 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: LET'S BEGIN

*PROCTOR now read each question aloud to the class. Response options can be read after each question or once before starting the questions. **The response options are the same for each question.***

See SPS Questions in this guide for a list of all 30 questions. These are listed in the same order as they'll appear to students.

SAY: When you are done with the questions please sit quietly and wait for further instructions.

Students can go back to their email inbox upon your instruction and go through this same process again to fill out another survey for a teacher that has been pre-determined. But most of the time elementary students only fill out one survey at a time. This will depend on your school's preference and time schedule.

SPS Questions: English

RESPONSE CHOICES

Never	Some of the Time	Most of the Time	Always
-------	------------------	------------------	--------

Question #	Question
1	My teacher listens to me.
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 makes learning interesting.
5	In my teacher's class, I have to work hard.
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 and not just memorize them.
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	In my teacher's class, we learn to correct our mistakes.
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 only accepts 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 makes sure that students in this class behave well.
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 school
28	The rules in my teacher's class are fair.
29	My teacher knows when the class does not understand.
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
-------	---------	-----------	---------

Question #	Question
1	<i>Mi maestro(a) me escucha.</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(a) hace que el aprendizaje sea interesante.</i>
5	<i>En la clase de mi maestro(a), tengo que trabajar duro.</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(a) quiere que piense sobre las cosas que aprendo y no sólo que las aprenda de memoria.</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>En la clase de mi maestro(a), aprendemos a corregir nuestros errores</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(a) sólo acepta mi mejor esfuerzo.</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(a) se asegura de que los estudiantes en esta clase se comporten bien.</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(a) se asegura de que me esfuerce al máximo en la escuela.</i>
28	<i>Las reglas de la clase de mi maestro(a) son justas.</i>
29	<i>Mi maestro(a) sabe cuando la clase no entiende.</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.
Español	
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 te <i>explica</i> algo significa que te <u>dan información</u> sobre algo o <u>le ayudará a entender</u> lo que algo significa.
Ignora	Si alguien te <i>ignora</i> significa que <u>no se dan cuenta</u> , o <u>no te dan la atención</u> que necesitas.
Anima	Si alguien te <i>anima</i> significa que te <u>empuja</u> a hacer las cosas bien, o te <u>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 de <u>quita</u> el ánimo.
Trata	Si alguien te <i>trata</i> bien significa que se <u>portan bien</u> contigo o si alguien te <i>trata</i> mal significa que se <u>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 se <i>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 that may arise is that a student is unable to find the teacher they are being asked to survey in the list of links embedded in their email.

If this is the case, this means this student was not scheduled to this teacher in IC (as the primary teacher) and therefore cannot currently survey this teacher. When you have time, be sure to contact your IC scheduler to notify them about this situation.

In the moment:

1. If this teacher has at least **15 or more other students** taking the survey for them and only 1 or 2 students are unable to do so, please do not be concerned. The students who can't locate the link can skip answering for this teacher. If this teacher only has a few students available for the survey, please reach out to leap@dpsk12.org and we will do what we can to get a link sent to that student. It will not happen immediately and we will need to notify you when the student can return to their inbox and survey the teacher.
2. For students unable to respond to the designated teacher, ask them to take a survey for one of their current specials teachers. (They will go back to their email inbox and find the link for the specials teacher you have identified together.) We are looking to give specials teachers more responses across all grade levels and this will be an opportunity to get that done.

