

Makeup Student Perception Survey Instructions—Overview

These instructions include:

- Steps for administration (pg. 3)
- *SPS Questions* (pg. 7 for English, pg. 8 for Spanish)
- *SPS Vocabulary Definitions* (pg. 9)
- *Troubleshooting Guide* with information on addressing problems students may encounter while completing the survey (pg. 11)

Questions?

Contact the LEAP Hotline:

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



Makeup SPS Instructions

DENVER PUBLIC SCHOOLS
Discover a World of Opportunity™

Welcome to the Student Perception!

Please Log In.

What is your student ID (lunch number)?

NEXT

Students needing language other than English – Assist them in selecting the appropriate language from the dropdown menu in the upper right corner.

SAY: Click NEXT after you enter your student ID. *{If student cannot log in, see Troubleshooting Guide, pg. 15}.*

DENVER PUBLIC SCHOOLS
Discover a World of Opportunity™

Are you Bugs Bunny?

Yes, I am.

No, I'm not.

NEXT

SAY: After you enter your student ID and click NEXT, you'll need to verify your name.

SAY: Click NEXT after you select your answer.

{If the student answers "No, I'm not," the student will be directed to start over by entering the student ID again.}

Make sure students are all on the same screen as you go through the instructions and the survey questions.

DENVER PUBLIC SCHOOLS
Discover a World of Opportunity™

Which teacher will you be filling out this survey for?

Mr. Frog (Platoon PM)

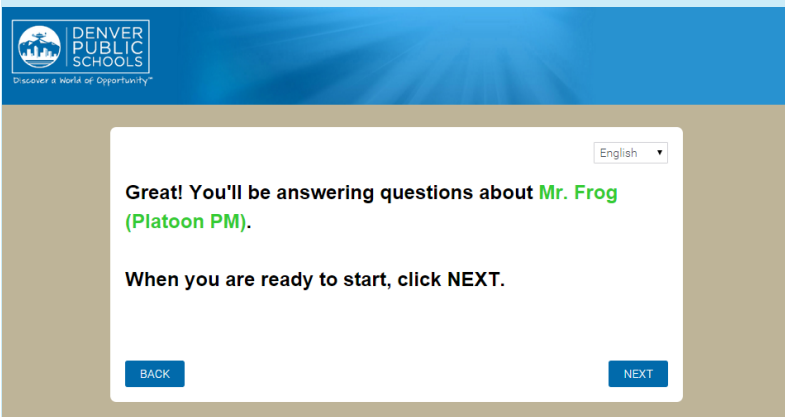
My teacher is not listed.

NEXT

SAY: Select your teacher's name from the list. If you do not see your teacher's name, please raise your hand.

{If student's teacher is not listed, please have them select the option "My teacher is not listed" and then contact the LEAP hotline. You may have to re-administer the survey at another date.}

Makeup SPS Instructions

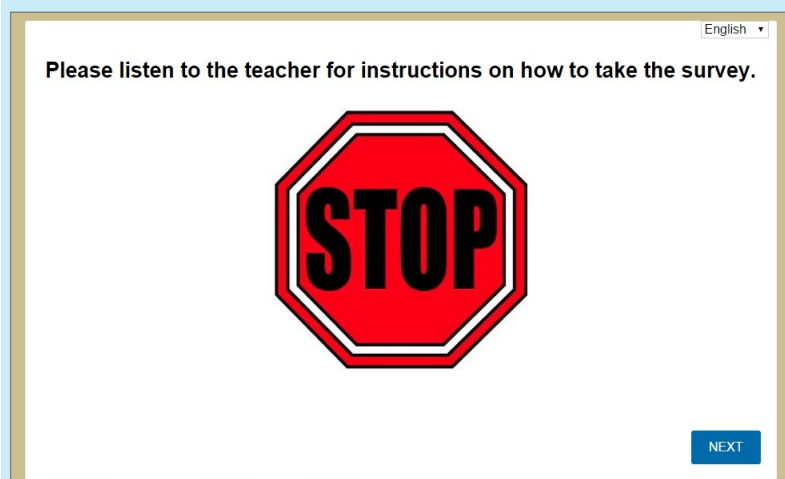


SAY: Now you should see a message that you'll be answering questions about {teacher name}.

If you do NOT see this message, please raise your hand.

When everyone is ready to start the survey questions, click NEXT.

(Note: For secondary students in grades 6-12, the instructions are embedded in the survey.)



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

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.

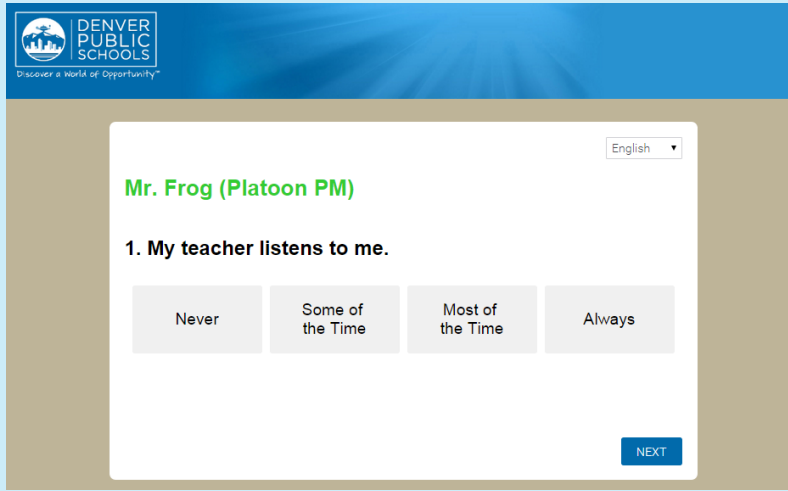
Your teacher will never get to see your individual answers.

This survey has 30 questions for you to read and answer. I will read all of the questions out loud. 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. To move to the next question, click NEXT. To go back to a question, click BACK. Do not use the buttons on the browser. Only use the blue NEXT and BACK buttons.

{Once everyone is ready, have them click NEXT to begin the survey.}

Makeup SPS Instructions

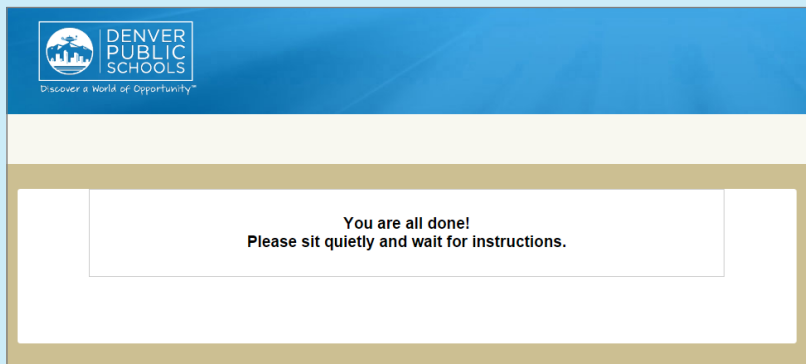


The screenshot shows a survey interface for Denver Public Schools. At the top left is the logo with the text "DENVER PUBLIC SCHOOLS" and "Discover a World of Opportunity™". A language dropdown menu is set to "English". The question is titled "Mr. Frog (Platoon PM)" and asks "1. My teacher listens to me." Below the question are four response options: "Never", "Some of the Time", "Most of the Time", and "Always". A blue "NEXT" button is located at the bottom right of the question area.

Example question screen. There are 30 questions.

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.



The screenshot shows a survey completion screen for Denver Public Schools. At the top left is the logo with the text "DENVER PUBLIC SCHOOLS" and "Discover a World of Opportunity™". The main message in the center reads: "You are all done! Please sit quietly and wait for instructions."

SAY: Now you should see a screen that says "You're all done!" If you do NOT see this screen, please raise your hand.

If everyone sees this screen, we're finished!

After students have submitted responses, they are logged out of the survey.

Students can go through this same process again to fill out another survey teacher.

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.
<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 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.

Online Student Perception Survey Troubleshooting Guide

Technology Issues

Wireless connections; device problems; difficulty accessing survey site; questions about technology requirements for the survey

- **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

Difficulty Logging On

- This will typically happen in students enter the wrong student ID or if the ID is not in the survey system. More details are in this guide.

Not Able to Verify the Teacher

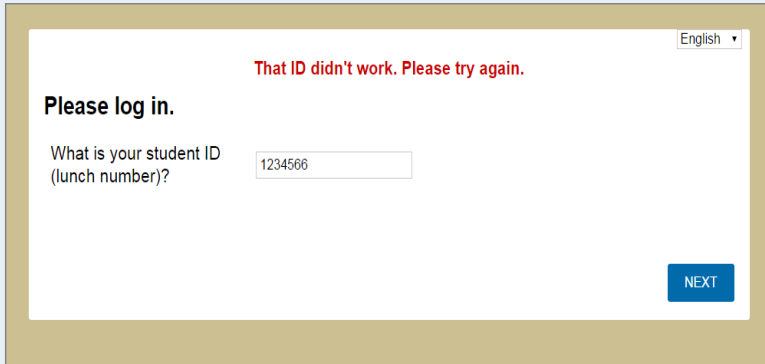
- This will happen if the student does not have class with the teacher she/he is assigned to survey. More details are in this guide.

If You Lose Connection to the Survey Site

- Responses entered in the survey will automatically save. Wait until you regain a connection. Go back to the survey site and have students log in again. The survey should pick up where they left off.
- If you're not able to regain connection to the survey site, reschedule the survey administration. Students will be able to pick up where they left off when they log in again.

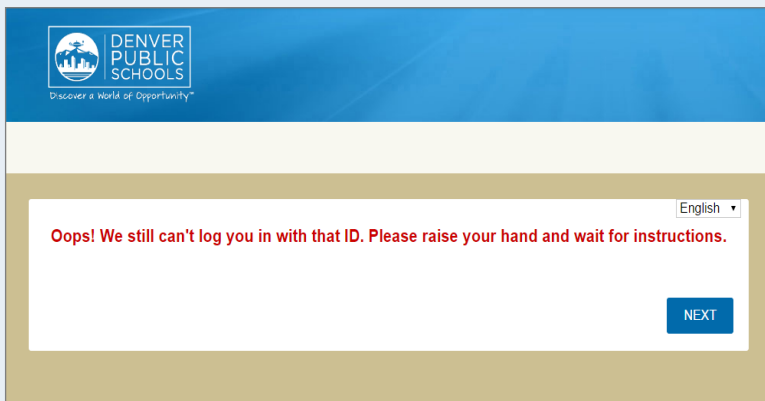
Online SPS Troubleshooting Guide: Difficulty Logging In

INCORRECT STUDENT ID



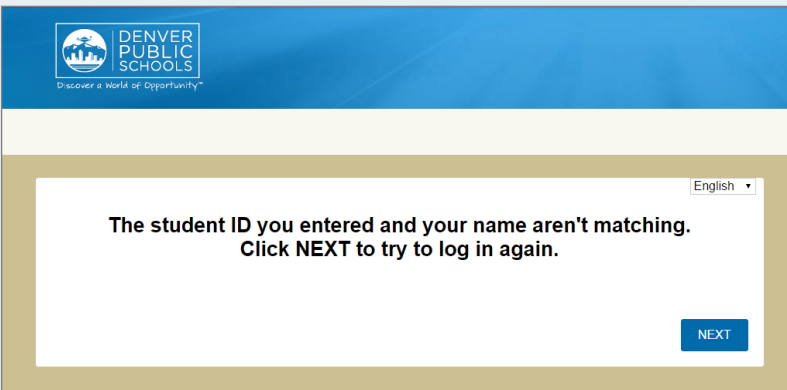
The student ID entered is not correct. Check the student's ID and try again.

The student will be allowed to enter a student ID two more times.

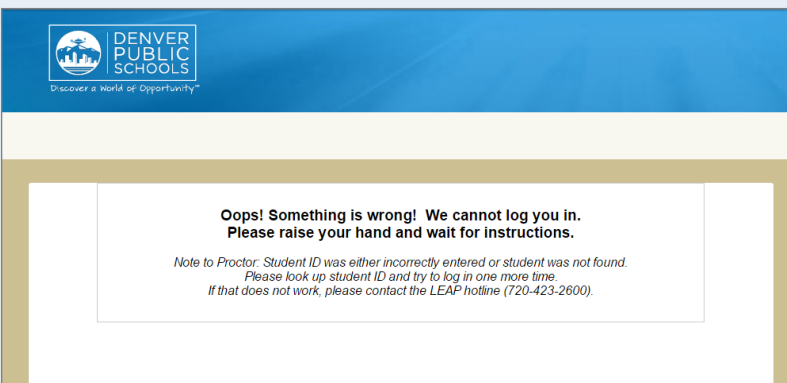


If the student ID still doesn't work, confirm with the office that the ID is correct. If time doesn't allow you to verify the ID, please have the student sit quietly while the rest of the class completes the survey. Note the student's name and ID and let your SAL know that the student wasn't able to complete the survey. The SAL will inform the SPS team.

STUDENT ID AND NAME DO NOT MATCH



The student has entered a valid student ID, but has answered that the student name is incorrect. Click NEXT and enter the student ID again. Check to make sure the student is entering the correct student ID.



If the student name and ID still do not match, please have the student sit quietly while the rest of the class completes the survey. Note the student's name and ID and let your SAL know that the student wasn't able to complete the survey. The SAL will inform the SPS team.

Online SPS Troubleshooting Guide: Not Able to Verify Teacher

TEACHER CANNOT BE VERIFIED - FIRST SURVEY

English ▾

You answered that you have **NOT** had a class with **Mrs. Iverson** this year, but we just want to be sure.

Have you had a class with **Mrs. Iverson** this year?
If you are not sure how to answer, please raise your hand.


- Yes, I have had a class with Mrs. Iverson.
- No, I have not had a class with Mrs. Iverson.

NEXT

The student answered that he/she has not had a class with the teacher this year. The student will be asked to confirm this answer. If the student does have class with the teacher and answered incorrectly the first time, he/she should select “Yes” and will then be directed to start the survey.

English ▾


You haven't had a class with Mrs. Iverson.
Please raise your hand and wait for instructions.



Proctor Note: Student indicated that their first teacher Mrs. Iverson was not their teacher. Please verify this is correct. If the student has not had a class with Mrs. Iverson this year, please have the student wait until the rest of the class is finished surveying the first teacher. Once the class is ready to move onto the second teacher, this student can click NEXT to join the rest of the class. Please notify SAL.

If the student confirms that he/she has not had a class with the teacher, have the student sit quietly until the rest of the class has finished surveying the first teacher. The student can then click NEXT and pick up with the rest of the class for the second survey.

TEACHER CANNOT BE VERIFIED - SECOND SURVEY



Oops! Something went wrong!
Please raise your hand and wait for instructions.

Note to Proctor: Student indicated they did not know the teacher listed. Teacher listed was Mrs. Iverson. Please contact the LEAP hotline (720-423-2600) to let them know.

After going through the process above of confirming that the student has not had class with the second teacher, have the student sit quietly until the rest of the class has finished surveying the first teacher. Note the student’s name and ID and let your SAL know that the student wasn’t able to complete the survey. The SAL will inform the SPS team.