Need Help? *Check out our Frequently Asked Questions:*

Survey Management

What do you mean by a school?

This tool is most useful at the individual school level, so we've used the term "school" to refer to a collection of teachers, administrators, and school support staff who will take the surveys that provide a view into that school's implementation of a whole child approach to education.

How do I add a school?

- From the Survey Management page, click the *Set up a School* button in the top right-hand corner.
- Type the name of the school in the *School Name* field and answer the demographic questions.
- Click *Save*.
- The school will display in the Survey Management table.

How do I send the survey to others who need to take it?

Notify survey takers by clicking either the URL or the e-mail icon next to the school name.

- The URL option displays a pop-up box with a URL that you can copy and paste into your browser, an e-mail, or a document.
- The e-mail option sends you a sample e-mail that you can modify and send out to those you would like to take the survey.

What does *Grant Access* mean?

This function lets you allow another person to see the results of the survey for one or more selected schools. To do this, check the box next to the school or schools you wish to share, then click the *Grant Access* button. The system will prompt you to enter an e-mail address. **Note:** The e-mail address must match the e-mail address on that person's ASCD account. If you want to provide access to someone who does not have an ASCD account, that person must create one first.

How do I edit a school?

- Select the school you would like to edit by checking the box next to it.
- Click *Edit a School*.
- Edit the sections as needed.
- Click *Save* at the bottom of the page.

How do I remove a school?

- Select the school you would like to remove by checking the box next to it.
- Click *Remove Selected.*
- Click *OK* to confirm that you do really want to delete the school or schools.

Note: This removes the school from your list, but the system will retain the data.

Who can take an Individual Survey?

Anyone who logs in to the system is able to take an Individual Survey. The Individual Survey is generally used by those who want to know how their perception of a school matches against the whole child indicators but are not ready to set up a survey for an entire school.

Who can be an Administrator?

Anyone with an ASCD account can set up and create a survey for a school. Generally, a school principal or other leader sets up a survey for a school. A district-level administrator may set up surveys for multiple schools.

How do I view results for a school? What about multiple schools?

You can view results for a single school or multiple schools. Check the box next to the school(s) or individual surveys for which you would like to see the results and click *View Results.* The results page will display the data you requested. If you selected more than one school, the results are averaged between the schools (equally weighted between schools).

Results Page

Who has access to the results?

Other than ASCD staff, the only people who have access to the results are the person who set up the school or people to whom that person has given access rights.

What results will I see?

The Results page will display the demographics for each school, a narrative analysis of the scores that have been calculated through the surveys taken, line and bar charts that illustrate strengths and weaknesses, and resources that can help improve trouble areas.

What can I learn from viewing these results?

You can learn what areas your school needs to work on and discussion points for school improvement planning across a variety of components including curriculum and instruction, school climate and culture, leadership, and family and community engagement.

Other Questions

How do I contact ASCD staff for further review of my scores?

- On the Results page, click on the *Contact ASCD* link in the side navigation.
- Fill out the form that opens in a new window; select one or more options for additional review of your results.
- Click the *Submit* button at the bottom of the page.