

# 5Essentials

## CPS Survey Administration Manual

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January 2018

**CHICAGO PUBLIC SCHOOLS SURVEY ADMINISTRATION  
FEBRUARY 20 – APRIL 6, 2018**

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# GENERAL SURVEY INFORMATION

The 5Essentials is a comprehensive, evidence-based system designed to drive improvement in schools. This system is a method for schools and districts to identify areas of strength and those in need of support, and includes a diagnostic survey, scoring, and reporting. Equipped with this information, school leadership will be better positioned to drive improvement efforts. This guide provides information and instructions on how to administer the 5Essentials Survey. Use this manual to help ensure a smooth administration and increase participation from students and teachers.

**ADMINISTRATION WINDOW:** The 2017-2018 5Essentials Survey will be administered online from

**February 20 – April 6, 2018**

Survey participants must complete the survey within the administration window as administration dates will not be extended. Schools may elect to schedule a period of time during the administration window to complete the survey to work around other commitments. The student survey takes approximately 30 minutes to complete, 45 minutes for the teacher survey. Participants should be allotted sufficient time for survey completion.

**4th & 5th GRADE PILOT:** The 2018 survey is open to students in grades 4-12. 4th and 5th grade students will be included in the 5Essentials survey; however, their participation is part of a statewide pilot. For the 4th and 5th grade pilot, a 50% response rate is required to receive a report on that data, which will be separate from the standard results provided for students in grades 6-12. This data will be displayed as supplemental and will not be included in your school's SQRP.

## ETHICAL SURVEY ADMINISTRATION

**No one, including school leaders and other personnel, should attempt to influence or suggest survey answers that teachers or students provide.** *School leaders and other personnel cannot require teachers or students to take the survey.* Principals SHOULD NOT ask for or require teachers to submit proof that they have completed the survey. If teachers or students report any attempts to influence responses to you, please collect as much detail about the event as possible, and contact, UChicago Impact at 866.440.1874 or 5Essentials@uchicago.edu with all information, your identity will be kept confidential.

To avoid any suggestions of influence or the appearance of impropriety, it is highly recommended that administrators leave the room while staff are taking the survey.

Note that while all surveys are conducted online, all students and teachers should be given the opportunity to participate using school computer equipment.

**SCHOOL REPORTS:** As in previous years, the school-level survey results will be presented in individual school reports (see [cps.5-essentials.org/2017/](https://cps.5-essentials.org/2017/) for last year's reports). To qualify for a 5Essentials Report, a school must achieve a 50 percent response rate from students and teachers, as well as a minimum of eight teacher and ten student survey respondents.

## PREPARING FOR SURVEY ADMINISTRATION

**REVIEW ROSTERS:** Principals and survey coordinators should review rosters to be sure all eligible students and teachers are included. **Those eligible but not on the roster should take the survey provisionally.** If removals are needed, please email [5Essentials@uchicago.edu](mailto:5Essentials@uchicago.edu) for instructions on how to update your roster.

To view the rosters, go to <https://survey.5-essentials.org/CPS/home> and click on Roster.

**DESIGNATE A SURVEY COORDINATOR:** It is important to identify a school survey coordinator to coordinate the logistics of the survey administration and act as the liaison to UChicago Impact. Depending on school size, this could be one person, multiple individuals or a team of individuals. It is recommended that individuals without instructional responsibilities fulfill this role, e.g., assistant principal, technology coordinator, etc. *Principals who have not yet selected a survey coordinator can use the “Manage Admin Users” button on the Survey Administration Dashboard to create an admin account for the designated survey coordinator.*

**ACCESS THE SURVEY ADMINISTRATION DASHBOARD:** The survey administration dashboard is used by administrators and survey coordinators to view roster information and response rates. An email will be sent from [Impact-Surveys@uchicago.edu](mailto:Impact-Surveys@uchicago.edu) to district administrators, principals and survey coordinators notifying them that a survey administration account has been created for them.

This email contains a link to create a password; after a password has been created account holders can access the survey admin dashboard. All administrators and survey coordinators who receive a 5Essentials Survey administrator account notification must follow the prompt to create a password in order to access their school’s response rate information, regardless if they had an account in a prior survey year.

To view the dashboard, go to <http://www.survey.5-essentials.org/cps/home>.

**INFORM YOUR SCHOOL COMMUNITY:** If you and your principal feel that providing your school community with advance notice and information regarding the survey is important, there is a letter you can download and distribute to parents and guardians. Please feel free to use the letter as is or incorporate language from the letter into your own communication (e.g. in a school newsletter, on the school website).

To view or download the parent notification letter, go to:

[http://cps.edu/SiteCollectionDocuments/Survey\\_ParentNotification.pdf](http://cps.edu/SiteCollectionDocuments/Survey_ParentNotification.pdf)

**PARENTAL CONSENT:** Parents will receive information about the survey via a spotlight on the CPS website. Parents may call the school to request that their children not participate. Please keep a list of these students, notify their teachers, and send UChicago Impact a list of non-participating students (with Student IDs) via email at [5Essentials@uchicago.edu](mailto:5Essentials@uchicago.edu). If those students do complete the survey, their data will be removed.

# 5ESSENTIALS STUDENT SURVEY

The 5Essentials Student Survey is open to students in **4th-12th grades**. While every student in these grade levels should be given the opportunity to participate in the survey, *they can elect not to participate*.

The student survey takes approximately 30 minutes to complete and is available in English and Spanish. All surveys should be completed in one sitting, if possible.

## RESPONSE RATES

Weekly student response rate updates will be sent electronically to district administrators, principals, and survey coordinators during the survey administration window. All grade levels, including the 4th and 5th grade pilot, will be included in the school's response rate displayed in the Admin Dashboard and weekly response rate emails.

**Schools should pay close attention to their response rate for 6th-12th graders to ensure the response rate is over 50% and the school receives a report.**

## SURVEY ADMINISTRATION

### LOGIN INSTRUCTIONS:

- Visit: <https://survey.5-essentials.org/cps> and select Student Survey in either English or Spanish
- Enter student ID and birthdate.
- Click **Submit** when the survey is completed.

**Please Note:** Surveys cannot be retrieved once submitted. For this reason, please encourage students to take their time when responding to the survey. Students may skip any questions they do not wish to answer. *Staff present while students are completing the survey should refrain from interpreting survey questions for students.*

*To view a sample Student Survey Login page see **APPENDIX**.*

**STUDENT ROSTERS:** The roster section of the survey administration dashboard allows admin users to view started and submitted times for student respondents. Although we cannot display student names, the student ID, date of birth, grade, gender, and special education status will be shown. You can sort by student ID, date of birth, grade, and whether they started or submitted the survey.

**Students are required to enter their student ID and birthdate to log into the survey, thus it can be helpful to have student rosters may be exported from the dashboard available when administering the survey.**

Visit <https://survey.5-essentials.org/cps/roster/schools/> to select your school and view your roster.

**ACCOMODATIONS FOR STUDENTS:** Almost all students with disabilities should be given the opportunity to respond to the questions in this survey. All students with disabilities should be accessing the same curriculum as their nondisabled counterparts and should be provided with necessary accommodations, such as having the survey read aloud, or being given extra time as needed. Any accommodations made for a student must protect the confidentiality of the student's responses.

Those individuals who are administering the survey should pay close attention to the students' IEPs, specifically the accommodations, modifications and testing sections for information about how to best administer the survey

to any particular student. If schools have specific questions related to accommodations for the survey, they should reach out to their Specialized Services Administrator (SSA) for clarification and further assistance.

**STUDENT SURVEY VERSIONS:** All students will be asked questions about their English/Reading/Literature, Math and Science classes, though some questions will differ for students based on class and/or grade level. The pilot survey for students in 4th and 5th grade is shorter than the version for students in grades 6-12.

**SUGGESTIONS FOR FACILITATING STUDENT ADMINISTRATION:** Administration of the student survey **must occur during school hours**. Here are some suggestions to ensure that all students are able to respond.

- Have student IDs readily available for login.
- Create a school-wide survey schedule.
- Build time for the survey into common structures or advisories.
- Rotate classes into a computer lab.
- Use a laptop cart to do whole-class administration, one classroom at a time.
- Consider using text-to-speech or other differentiation supports for students who may have difficulty reading the survey independently.
- Create a link or bookmark to the survey that is readily accessible on a classroom computer.

# 5ESSENTIALS TEACHER SURVEY

## RESPONSE RATES

Weekly teacher response rate updates will be sent electronically to district administrators, principals, and survey coordinators during the survey administration window. **In order to maintain teacher confidentiality, we cannot display any identifying information about the teachers and whether or not they have participated in the survey;** you will only be able to see the response rate for your school. Reminder emails will be sent weekly to individual teachers who have not taken the survey.

## SURVEY ADMINISTRATION

### LOGIN INSTRUCTIONS:

- Visit <https://survey.5-essentials.org/cps> and select Teacher Survey.
- Enter login ID and passcode.
- Advance to survey questions.
- Click **Submit** when the survey is completed.

Teachers and other eligible instructional staff will receive email invitations the morning the survey window opens that will include login instructions for accessing the survey. Teachers may skip questions they do not wish to answer and can change survey responses. However, surveys cannot be recovered once submitted. For this reason, please encourage teachers to take their time when responding to the survey. **The teacher survey may also be completed outside of the school if desired.**

To view a sample Teacher Survey Login page, see APPENDIX.

**SURVEY ELIGIBILITY:** The 5Essentials Teacher Survey is to be completed by staff whose primary responsibility involves teaching students for the majority of the school day and year.

*The following positions are also encouraged to participate in the survey:*

- Teacher Assistants
- Reading Specialists
- Instructional Coaches
- Counselors
- Social workers

*The following positions are **ineligible** to participate in the survey:*

- Principals
- Assistant Principals
- Student teachers
- Substitute teachers
- Tutors

## SUGGESTIONS FOR FACILITATING TEACHER ADMINISTRATION

- Share information and schedule time to take the survey during staff meetings.
- Express the importance and value of participation to the school community.
- Enlist survey advocates (e.g. lead teachers).

## PROVISIONAL SURVEYS

The Survey Administration Tool allows students and teachers who are not represented in the core roster data to complete provisional surveys.

Provisional surveys include the same content as the surveys accessed through the traditional login process. The criterion for login differs by respondent type but includes common elements such as school, grade and employment/enrollment date. The provisional login also requires the respondent to identify the reason for the alternate login from a menu of responses.

**Please Note:** Surveys completed using the provisional method are not included in the weekly response rate updates. Provisional surveys are reconciled after the survey window closes which may result in changes to the response rates. Final response rates will be included in survey reports. To review eligibility requirements for survey participation, see 5Essentials Teacher Survey section above.

## SURVEY TECHNICAL REQUIREMENTS

### **SUPPORTED BROWSERS**

In order to access the 5Essentials Surveys, participants should use one of the following:

- Google Chrome
- Internet Explorer (version 7 or newer)
- Microsoft Edge
- Mozilla Firefox (version 4 or newer)
- Safari (version 5 or newer)

### **SUPPORTED DEVICES**

- PC or laptop
- Tablets

## CONTACT & SUPPORT

If you have any questions concerning the administration of the 5Essentials Survey, please contact 5Essentials Client Services toll-free at 866.440.1874 or via email at [5Essentials@uchicago.edu](mailto:5Essentials@uchicago.edu). You can also contact CPS at [cps5essentials@cps.edu](mailto:cps5essentials@cps.edu). Online resources are also available to assist schools during the survey administration at <https://help.5-essentials.org>.



# APPENDIX: SAMPLE LOGIN PAGES

## STUDENT LOGIN

**5Essentials**  
School Surveys

### Login

Please login to take the 2017 5Essentials Student Survey.

PLEASE NOTE: This survey is for students in grades 6th-12th ONLY; please follow the prompts below to access the survey.

\*Required fields

\*Student ID:

\*Birth date:

Can't log in? [Click here](#) to take the provisional survey.

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## STUDENT PROVISIONAL LOGIN

**5Essentials**  
School Surveys

FAQ  
[Contact Us](#)

### Login

We're having a hard time finding you in our system.

\*Required fields

Student ID:  
  
Enter your Student ID if you know it.

\*Birth date:

\*Gender:  
 Male  
 Female

\*Grade:

\*School:  
  
Begin typing your school's name to get a list of matching schools to choose from.

\*When did you start going to this school?  
 In the past month  
 In the past semester  
 At the beginning of this school year  
 Before this school year

\*Why did you have trouble logging in?

## TEACHER LOGIN

### 5Essentials School Surveys

## Login

Please login to take the 2017 5Essentials Teacher Survey.

\*Required fields

\*Login:

\*Passcode:

[Forgot your passcode? Click here](#)

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## TEACHER PROVISIONAL LOGIN

### 5Essentials School Surveys

[FAQ](#)  
[Contact Us](#)

## Login

We're having a hard time finding you in our system. To ensure accuracy, we need to verify that you are associated with this school. Please answer the questions below to facilitate this process. This information will ONLY be used to verify that you are a teacher at this school. We will NEVER USE THIS INFORMATION TO LINK SURVEY RESPONSES TO A PARTICULAR TEACHER. All survey results will be presented as a school-wide aggregate, and your school and school district will never receive individual-level data. Please answer the following questions to log into the 2017 5Essentials Teacher Survey.

\*Required fields

Teacher ID (if known):  
  
Your ID is only used to verify your status as a teacher. Your responses will be anonymous.

\*Email:  
  
Your email address is only used to verify your status as a teacher. Your response will not be connected to this email address.

\*School:  
  
Begin typing your school's name to get a list of matching schools to choose from.  
If you teach at more than one school, select the school you spend the most time in.

\*Grade:  
  
If you teach more than one grade, please select the grade you teach most often.

\*When did you start teaching at this school?  
    
Employment start date

\*Why did you have trouble logging in?