

Everett Public Schools

Proctor Instructions and Script for Administering SEL Survey

Thank you for helping to administer these Social-Emotional Learning (SEL) surveys! The goal of these instructions is to answer any questions you may have and to give you the instructions you need to help students complete the survey successfully.

I. Your Role as Proctor

You can help your school gain high-quality data by setting a positive tone with students. Please take care to create an environment that makes students feel safe while they complete the survey. We encourage you to give your students space while they are working. You can help students if there are words or questions that they don't understand.

II. Proctor Instructions

1. Seat students so they have enough space between them to feel confident that other students won't see their responses.
2. Write the following URL (<https://surveys.panoramaed.com/everett>) on the board.
3. Write the access code information on the board: The access code are student IDs.
4. Make sure students have a device that has internet access (Chromebook, tablet, computer, smartphone, etc.).
5. Read the script below to help students access their survey.

III: Proctor Script

Use the language below to guide students through the process of completing their survey.

Today, you are being asked to reflect on yourself. To do this, you'll be asked to fill out **two parts** of a survey that focuses on helping you and your teachers learn more about how they can best support you. This survey will ask about your skills in life and in school, which are important for your school and teachers to understand so they can best support you in all aspects of school.

Please listen carefully while I give you some important directions.

The information collected in the survey will not be part of your grade or reflected on your report card in any way. Instead, you, your teachers and school leaders will use the information to better support you. So, please answer honestly.

Please raise your hand if you need any help, or if you have any questions. Because you are sharing your own thoughts and there are no right or wrong answers, I cannot provide you with responses to the questions. However, I can help you with any words or directions you don't understand.

Are there any questions?

Answer student questions.

To access the survey, please open your web browser now. Type the website address on the board (point to URL) into your address bar and load the page. Raise your hand if your page does not load and you need help finding the website.

You will see a box on the page that asks you to enter an access code. Type your student ID and click "Enter". Once you have entered your access code, you will see a green button on the right side of the screen labeled "Start."

Help any struggling students enter their access codes.

Please click "Start the survey" button next to your name and complete that survey. [If you prefer to take the survey in Spanish, you may be able to select that option in the box in the top left of the page.]

After answering all of the questions, click the blue button at the bottom of the screen that says, "Submit." When you see a final "Thank you" screen, it means you are done. Once you have completed your survey, you may read or work silently until all of your classmates have finished.

IV. Frequently Asked Questions.

What if a student can't access his or her survey?

Double check to confirm that the access code they enter matches the access code/school name. If the student still cannot access the survey, email support+everett@panoramed.com with the student's name the name of the school, the student's grade, and the access codes that they attempted to use.

What if a student needs to complete their survey in a language other than English?

Surveys are offered in Spanish. Please contact the SEL coordinator at your school to request that the survey be offered in an alternative language in future rounds.

If a student enters his or her access code, and the browser freezes or crashes before the student can submit the survey, what should I do?

Please help the student close and re-open the web browser and access the survey website again. The survey is not recorded until "Submit" is pressed.

