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2016 HSTW & TCTW Student Survey Administration Materials

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2016 HSTW & TCTW Student Survey Instructions

The HSTW & TCTW Student Survey is an online survey designed to provide schools with critical information regarding students' high school and/or technology center experiences. The survey is administered online to all or a random sample of 60 or more 12th-grade students. Among other topics, the survey collects information on students' course-taking patterns; experiences in English/language arts, mathematics, science and career/technical classes; perceptions of expectations; guidance and advisement experiences; and plans for after high school. Please use the directions below to prepare for and administer the survey.

Administration Window

The survey will be available March 14 – April 8, 2016. The survey takes approximately 35 to 45 minutes to complete.

Technology Requirements

To complete the survey, each student will need access to a school computer or tablet that has a Web browser and Internet access. We recommend using Google Chrome, Mozilla Firefox or Microsoft Internet Explorer for the speediest experience. If participating in the survey on a mobile device (although not suggested on phones), we recommend up-to-date versions of built in mobile browsers such as Safari, Android and IE for Mobile.

Survey Link

The survey can be accessed at the following link:

<http://www.surveygizmo.com/s3/2462664/2016Student>

Participants

All 12th-grade students can participate in this survey. However, schools with more than 60 12th-grade students may select a random sample of at least 60 students to participate. All 12th-grade students are eligible for participation, but students can be considered exempt if their IEP exempts them from state testing. If you are interested in a Spanish version of the survey, contact Fran Cowart at SREB.

If your school's career and technical center is a member of HSTW or TCTW or if your center's feeder high school(s) is a member of HSTW, **please ensure that students do not take the survey more than once**. Schools and centers should communicate with each other about their roster forms. If a student was selected to participate at both sites, he or she should participate in the survey at only one location. The student will log into the survey with the school or center's name and Site Code and will then be asked to enter the name and Site Code of the other school or center that he or she attends. Student results will be included in both the high school and technology center's reports.

Administration Materials

In addition to these directions, you will need the following materials:

- Student Roster Form (with Student Access Key Numbers)
- Course Description Guide
- Course Matching Chart

Selecting Students

If your school has more than 60 12th-grade students and has decided to survey a random sample, use the Random Sampling Instructions on page 10 of this document to select your sample of students. If your school has fewer than 60 12th-grade students, please survey all 12th-grade students. If you are surveying all students, you will not need to select a random sample or use the Random Sampling Instructions.

Completing the Student Roster Form

The Student Roster Form is an Excel file that will be used to document all participating students, assign each student a unique Access Key, and record the survey completion status for each student.

First, record the school name and the name of the survey coordinator who will be responsible for preparing for and administering the survey.

Second, enter your school's five-digit Site Code number obtained from SREB.

Third, record the name of each survey participant in Column B next to the unique Access Key number to be assigned to each student in Column A. Students will need your school's Site Code and this unique Access Key number to log in to the survey.

After you complete the survey administration schedule, use Columns C and D to document the session number and location for each student (if you have more than one survey session and location). Use Column E to note that each student has arrived for the survey. Use Column F to note that a student has completed the survey. Column G can be used for any additional information that needs to be documented.

After completing the survey, keep your completed Student Roster Form on file until you receive your school report. This roster is the only record of survey participants. You may need to refer to it in the event SREB has a question about the responses received.

Scheduling

The survey will take 35 to 45 minutes to complete, excluding time needed for instructions and assisting students with the log-in process. First, determine the resources your school has available to administer the survey. This should include the number of computer labs or other locations available and the number of computers in each location.

Second, determine how many sessions you will need in order for all students to complete the survey given the resources available.

Third, schedule an appropriate number of sessions based on the resources available. While the survey can be completed any time during the survey window, it must be completed on school grounds under adult supervision. Therefore, you will need at least one survey proctor in every location and session. You will also need to schedule a make-up session for any students who miss their scheduled survey administration time and are expected to return to school within five days.

Fourth, record each student's session number and location on the Student Roster Form.

Informing Students

After completing the Student Roster Form and setting the survey administration schedule, inform each student about the survey. You will need to let students know the time and location of the survey, along with any additional information they need in order to attend.

Preparing Student Survey Information Pages

In order to provide students with the information they need to log in to the survey, complete course history accurately, and complete the career and technical education concentration question accurately, schools should complete and provide each participating student with a Student Survey Information Page (located on page 13 of this document).

Provide each student with his or her unique Access Key (obtained from the Student Roster Form) to log in to the survey. If this information is entered incorrectly, the student's results will not be included in your school report.

The student survey asks students to indicate the English/language arts, mathematics and science courses they took during high school. Schools should take the following steps to prepare for this part of the survey:

1. Using the Course Description Guide, complete the Course Matching Chart that links generic SREB course titles to your school's course titles.
2. Obtain a complete transcript or course history, including spring courses, for every student participating in the survey.
3. Using the completed Course Matching Chart and each student's transcript or course history and spring course schedule, complete the information on the Student Survey Information Page for each student participating in the survey.
 - ✓ For each course, indicate whether the student has taken and passed the course in grades 9 through 12. If the student has taken and passed the course, is currently taking the course or will take the course before the end of the 12th grade, check "yes" for that course. If the student has not taken and passed the course, is not currently taking the course and will not take the course before the end of the 12th grade, do not check anything for that course. Ensure only one "yes" is filled in for each course the student has taken and passed, is currently taking or will take before the end of the 12th grade.

Finally, students are asked to indicate the area in which they will have completed a career and technical education concentration by the time they graduate. *Please use your state's definition of CTE completion.* Students who will not have completed a CTE concentration should select “When I graduate, I will not have completed a concentration in any career and technical area.” CTE concentrators should select the area in which they have concentrated their studies (SREB lists the 16 career clusters and related pathways). Schools can assist students with this question by providing them with their cluster area on the Student Survey Information Page. This is helpful to students, as they may not recognize their career area within the clusters and pathways. Schools can use the Career and Technical Education Concentration Matching Chart, page in the Course Matching Chart document, to link their school's career and technical areas to the clusters and pathways listed on the survey and include each student's area on the Student Survey Information Page (remember to include “When I graduate, I will not have completed a concentration in any career and technical education area” if a student is not a CTE completer).

Providing each participating student with a fully completed Student Survey Information Page will ensure he or she has the information needed to enter the survey and complete course history and career and technical education concentration questions.

Administering the Survey

Before students arrive, turn on each computer, connect to the Internet using your Web browser and access the survey using the link provided at the beginning of these directions.

As students arrive, verify that their names appear on the Student Roster Form. Check their names off the roster (Column E) and provide them with their unique Student Survey Information Page.

Throughout the survey administration process, please keep the following in mind:

- With the exception of the course-taking questions and the CTE concentration question, you may only clarify the intent of survey questions. You may not provide students with the answers.
- Students may go back to previous pages in the survey and update existing responses until the survey is finished or until they have exited the survey. After the survey is finished, the student will not be able to re-enter the survey.
- Students are required to answer all questions in the survey.

As students reach the last page of the survey, they will be prompted to submit the survey and raise their hand to notify the survey proctor that their survey is complete. As students finish the survey and raise their hands, walk to their computer stations and check Column F on the Student Roster Form to indicate they have completed the survey. Verify that the students have clicked the “Submit” button. If they have, you should see the first page of the survey. This means the survey is ready for the next participant.

After completing the survey, you should keep your completed Student Roster Form on file until you receive your school report. This roster is the only record of survey participants. You may need to refer to it in the event SREB has a question about the responses received. You do not need to send a copy of this form or the Student Survey Information Pages to SREB.

Reports

School reports will be mailed or emailed to participating schools as PDF files by June 2016.

Contact Information

For general or technical questions about the survey, please contact:

Fran Cowart

Coordinator of Assessment

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(404) 879-5611

Student Survey Administration Checklist

As soon as possible:

- Determine the students who will participate, selecting a random sample if necessary. If your school's career and technical center is a member of HSTW or TCTW or if your center's feeder high school(s) is a member of HSTW, **please ensure that students do not take the survey more than once.**
- Select your survey date(s), time(s) and location(s). Reserve the appropriate room(s).
- Inform students and teachers about the survey.
- Complete the Student Roster Form.
- Using the Course Description Guide, complete the Course Matching Chart. This may take several days.
- Obtain transcripts or course histories and spring course schedules for all participating students. This may take several days.
- Complete a Student Survey Information Page for all participating students. This may take several days.

A few days before the survey session:

- Remind teachers and students of the date, time and location of the survey session(s).
- Verify that a Student Survey Information Page has been fully completed for each participating student.
- Before the survey begins, test SREB's online survey system on a computer that will be used during the survey administration.

One hour before the session:

- Set up the computer lab, media center or other computer area that you will use to administer the survey.
 - Turn on each computer and log on.
 - Connect each computer to the Internet using your Web browser.
 - Using the Web browser, access the survey on each computer.

During the session:

- Verify student names using the Student Roster Form, checking column E for each student who arrives. Provide students with their unique Student Survey Information Page.
- Students should log in and start the survey as soon as they are seated. Assist students with the log-in process as needed.
- You may only assist students with the answers to questions about their course history and career and technical education concentration. You may clarify the intent for all other questions if students need assistance.

At the end of the session:

- As students reach the last page of the survey, they will be prompted to submit the survey and raise their hand to notify the survey proctor that their survey is complete. As students finish the survey and raise their hands, walk to their computer stations and check Column F on the Student Roster Form to indicate they have completed the survey. Verify that the students have clicked the “Submit” button. If they have, you should see the first page of the survey. This means the survey is ready for the next participant
- Important:** Arrange a make-up session for absent students who are expected to return to school within five days.

After administering the survey:

- Surveys must be completed by April 8, 2016.** Upon completion, file your Student Roster Form until you receive your report from SREB.

Random Sampling Instructions

All twelfth-grade students may participate in SREB's HSTW and TCTW Student Survey. However, schools with more than 60 students in the class may choose to select a random sample of 60 or more students to participate. In order to randomly select students to participate in the survey, use one of the two sampling options provided and follow the procedures as outlined. These sampling methods minimize the bias that other selection techniques may introduce.

Option One: Using Excel to select a random sample of students

- STEP 1** Copy all students' names into Column A of an Excel spreadsheet. The students' names may be listed in any order (e.g., alphabetical, student number, homeroom location, etc.). Double-check to ensure your list contains only the names of students who are still enrolled in school. If you listed students who have moved or withdrawn from school or students whose IEP exempts them from state testing, delete their names.
- STEP 2** In Column B, type `=RAND()` into the first cell.
- STEP 3** Click, hold and drag the first cell to copy `=RAND()` next to every student. This will produce a random number next to each student's name.
- STEP 4** Use the "Sort A to Z" function to sort the list by Column B. This will cause Excel to put the names in random order.
- STEP 5** Select students for the survey in the order presented, until you reach your desired sample size.
- STEP 6** Transfer the names of the students selected to participate in the survey to your Student Roster Form.

Option Two: Using a random number table

STEP 1 Print out a list of all students. The students' names may be listed in any order (e.g., alphabetical, student number, homeroom location, etc.). Double-check to ensure your list contains only the names of students who are still enrolled in school. If you listed students who have moved or withdrawn from school or students whose IEP exempts them from state testing, remove their names.

STEP 2 Number each remaining student beginning with number "1" for the first name on the list, number "2" for the second name and so on.

STEP 3 Using the Random Number Table provided on the next page, begin your selection of the first student by placing a check next to the student's name whose "Line Number" is identified as the first number on the Random Number Table.

For example, the first number on the Random Number Table is 46. Place a check next to the student whose number is 46. This is the first student selected for the survey. Then return to the Random Number Table for the next number in Column 1. Work down through each column selecting numbers in the order presented. **If you reach a number that exceeds your total number of students, go to the next number.**

STEP 4 Continue selecting students, using the Random Number Table until you reach your desired sample size.

STEP 5 Transfer the names of the students selected to participate in the survey to your Student Roster Form.

Random Number Table

Work down through each column. If you reach a number that exceeds your total number of students, go to the next number.

46	234	252	5	330	135	344	325	166	289
106	54	239	6	116	120	47	21	100	318
67	270	125	12	211	341	65	61	321	331
199	110	121	89	210	297	82	132	124	323
161	196	242	219	17	84	273	122	200	156
300	296	184	129	117	294	261	49	41	198
149	74	217	13	208	245	66	148	264	190
271	123	177	233	10	52	33	35	43	4
188	260	80	114	280	189	235	283	274	60
337	183	138	99	160	305	119	9	92	93
308	203	142	182	268	118	186	38	108	180
293	136	256	75	58	173	1	316	213	150
298	165	158	101	214	301	171	53	169	26
303	168	140	68	69	226	7	288	315	255
248	42	240	347	218	39	14	314	215	247
236	324	284	279	291	326	78	204	349	265
109	179	277	162	276	205	346	340	237	178
197	338	96	57	227	31	287	194	139	201
16	246	145	192	126	172	29	223	153	269
281	327	137	350	62	85	320	251	11	151
309	55	175	257	115	34	127	230	167	224
63	322	310	37	244	191	343	306	313	105
32	64	185	143	232	44	202	262	77	285
152	286	187	70	20	36	159	254	231	102
86	72	307	241	282	339	225	28	3	111
299	229	328	104	97	88	311	134	272	317
329	107	59	30	133	206	19	195	128	222
181	292	212	342	94	348	243	90	221	263
56	193	27	259	113	249	336	290	79	18
141	147	130	40	103	73	23	304	45	87
146	91	295	83	51	76	258	209	170	155
266	216	334	220	238	144	71	131	154	2
253	319	48	278	164	275	333	345	163	81
332	312	207	24	8	98	176	50	228	112
95	174	157	15	302	22	250	335	25	267

Student Survey Information Page for _____

Log-In Information: Access Key: _____

Career and Technical Education Concentration: _____

Use this information to complete the course history section of the survey:

	Yes		Yes
Mathematics		English/Language Arts, cont.	
1. Mathematics: Basic, Fundamental, Practical, Essential, General, Consumer or Business	<input type="radio"/>	29. English 12: Tech-Prep, Applied or Applied Communications	<input type="radio"/>
2. Mathematics: Applied or Technical (First Year)	<input type="radio"/>	30. English 12: Accelerated, Academic, College-Prep or Honors	<input type="radio"/>
3. Mathematics: Applied or Technical (Second Year)	<input type="radio"/>	31. English 12: Advanced Placement	<input type="radio"/>
4. Mathematics: Integrated	<input type="radio"/>	32. Journalism	<input type="radio"/>
5. Pre-Algebra or Algebra Foundations	<input type="radio"/>	33. Debate (including Speech and Public Speaking courses)	<input type="radio"/>
6. Algebra I: Basic, Elementary, I-A or I-B	<input type="radio"/>	34. Other Advanced English or English/Language Arts	<input type="radio"/>
7. Algebra I: Regular, Advanced or College-Prep	<input type="radio"/>	Science	
8. Algebra II	<input type="radio"/>	35. General Science	<input type="radio"/>
9. Algebra III: (Including Trigonometry, Mathematics Analysis or Advanced Mathematics)	<input type="radio"/>	36. Applied Science: Principles of Technology or Applied Physics (1 st Year)	<input type="radio"/>
10. Geometry	<input type="radio"/>	37. Applied Science: Principles of Technology or Applied Physics (2 nd Year)	<input type="radio"/>
11. Pre-Calculus or Calculus	<input type="radio"/>	38. Applied Science: Applied Biology or Applied Chemistry	<input type="radio"/>
12. Calculus: Advanced Placement (AB/BC)	<input type="radio"/>	39. Integrated Science	<input type="radio"/>
13. Statistics	<input type="radio"/>	40. Life Science	<input type="radio"/>
14. Statistics: Advanced Placement	<input type="radio"/>	41. Earth Science	<input type="radio"/>
15. Other Advanced Mathematics	<input type="radio"/>	42. Environmental Science	<input type="radio"/>
English/Language Arts		43. Environmental Science: Advanced Placement	<input type="radio"/>
16. English 9: Basic, Functional, Practical or Skills	<input type="radio"/>	44. Physical Science: Basic, Fundamental or Practical	<input type="radio"/>
17. English 9: Standard, General, Regular or Mixed-Group	<input type="radio"/>	45. Physical Science: Regular or General	<input type="radio"/>
18. English 9: Accelerated, Academic, College-Prep or Honors	<input type="radio"/>	46. Physical Science: Advanced, Academic, College-Prep or Honors	<input type="radio"/>
19. English 10: Basic, Functional, Practical or Skills	<input type="radio"/>	47. Biology: Basic, Fundamental or Practical	<input type="radio"/>
20. English 10: Standard, General, Regular or Mixed-Group	<input type="radio"/>	48. Biology: Regular or General	<input type="radio"/>
21. English 10: Accelerated, Academic, College-Prep or Honors	<input type="radio"/>	49. Biology: Advanced, Academic, College-Prep or Honors	<input type="radio"/>
22. English 11: Basic, Functional, Practical or Skills	<input type="radio"/>	50. Biology: Advanced Placement	<input type="radio"/>
23. English 11: Standard, General, Regular or Mixed-Group	<input type="radio"/>	51. Biology II	<input type="radio"/>
24. English 11: Tech-Prep, Applied or Applied Communications	<input type="radio"/>	52. Anatomy and Physiology	<input type="radio"/>
25. English 11: Accelerated, Academic, College-Prep or Honors	<input type="radio"/>	53. Chemistry: Basic or General	<input type="radio"/>
26. English 11: Advanced Placement	<input type="radio"/>	54. Chemistry: Advanced, Academic, College-Prep or Honors	<input type="radio"/>
27. English 12: Basic, Functional, Practical or Skills	<input type="radio"/>	55. Chemistry: Advanced Placement	<input type="radio"/>
28. English 12: Standard, General, Regular or Mixed-Group	<input type="radio"/>	56. Physics	<input type="radio"/>
		57. Physics: Advanced Placement (B)	<input type="radio"/>
		58. Physics: Advanced Placement (C): Electricity and Magnetism or C: Mechanics)	<input type="radio"/>
		59. Other Advanced Science	<input type="radio"/>