



# **2016 MMGW Student Survey Administration Materials**

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## **Student Survey Instructions**

### **About the Surveys**

The MMGW Student Survey is a Web-based survey designed to provide schools with critical information regarding students' experiences in the middle grades. The survey is administered online to all or a random sample of 100 or more eighth-grade students. Among other topics, the survey collects information on the transition to high school; classroom experiences; English/language arts, mathematics and science experiences; extra help; and guidance and advisement. Please use the directions below to prepare for and administer the survey.

### **Administration Window**

The survey will be available January 25 – February 19, 2016. The survey takes approximately 45 minutes to complete.

### **Survey Link**

The survey can be accessed at the following link:

<http://www.surveygizmo.com/s3/2459785/2016-MMGW-Student-Survey>

### **Participants**

All eighth-grade students should participate in this survey. However, schools with more than 100 eighth-grade students may select a random sample of at least 100 students to participate. All eighth-grade students are eligible for participation, but students can be considered exempt if their IEP exempts them from state testing.

### **Selecting Students**

If your school has more than 100 eighth-grade students and has decided to survey a random sample, use the Random Sampling Instructions on page 9 to select your sample of students. If your school has fewer than 100 eighth-grade students, please survey all eighth-grade students. If you are surveying all students, you will not need to select a random sample or use the Random Sampling Instructions.

### **Scheduling**

The survey will take approximately 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.

### **Completing the Student Roster Form**

The Student Roster Form is an Excel document 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. The Student Roster Form is for your school's use only and will not be submitted to SREB.

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

Second, record your school's MMGW Site Code. If you cannot locate this number, please use the contact information at the beginning of this document to obtain it.

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 MMGW 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 applicable). 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.

### **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. A sample letter to parents is included on page 8 of this document, in the event that you would like to inform parents of the student survey.

### **Preparing Student Log-In Information**

Each student must select your school's name and enter your school's MMGW Site Code and his or her unique Access Key to log in to the survey. If this information is entered incorrectly, the student's results will not be included in your school report.

Students will be asked to select their school from a drop-down menu. Schools will appear in alphabetical order by state. For example, Washington Middle School in Alabama will appear as "AL – Washington Middle School."

Your school may choose how to inform students of the Site Code and Access Key. However, SREB recommends creating an index card for each student that contains the following information: student name, school name as it will appear on the survey, MMGW Site Code and Access Key number. These cards can be provided to each student as he or she arrives to participate in the survey.

## **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 log-in information (i.e., your school's MMGW Site Code and their Access Key number from Column A of the Student Roster Form).

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

- 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.

## **Reports**

School reports will be sent to schools by June, 2016.

## **Contact Information**

If you have questions about the survey, please contact:

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## Student Survey Administration Checklist

### As soon as possible:

- Determine the students who will participate, selecting a random sample if necessary.
- 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.

### A few days before the survey session:

- Remind teachers and students of the date, time and location of survey session(s).
- Prepare index cards with each student's name, school name as it will appear on the survey, your MMGW Site Code, and the student's unique Access Key number from the Student Roster Form. These cards can be distributed as you are checking students in to the survey administration area.

### 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 your school's MMGW Site Code and their Access Key number.
- 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 clarify the intent of survey questions. You may not provide students with the answers.

### 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. Make sure to check computers after students are completed. The first page of the survey should be on the screen.
  
- 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 February 19, 2016.** Upon completion, file your Student Roster Form until you receive your report from SREB.

## **Sample Letter to Parents**

**To: Parents of Students Selected to Participate in the Making Middle Grades Work (MMGW) Student Survey**  
**From: [Principal or Site Coordinator's Name]**  
**Date: [Date]**  
**Subject: Purpose and Importance of the MMGW Student Survey**

**Congratulations! Your eighth-grade child was selected to participate in the 2016 MMGW Student Survey. This opportunity allows your child to be a vital part of our school improvement process and gives them a voice in the educational opportunities at [school name].**

**Our school is part of a network of middle schools that is working to improve the academic services we provide students. Our goal is to help all students learn the challenging material in middle school that you will need to be prepared for high school.**

**The MMGW Student Survey explores classroom experiences of eighth-grade students and provides benchmark measures to determine the extent to which each school has implemented the research-based Key Practices advocated by MMGW.**

**The MMGW Student Survey is a Web-based survey designed to provide schools with critical information regarding students' experiences in the middle grades. The survey is administered online to all or a random sample of at least 100 eighth-grade students. Among other topics, the survey collects information on the transition to high school; classroom experiences; English/language arts, mathematics and science experiences; extra help; and guidance and advisement.**

**The schedule for your child's participation in the MMGW Student Survey is listed below:**

**Date: [Day and date of the survey administration]**  
**Time: [Time student should arrive]**  
**Location: [Location where survey will be administered]**

**A special announcement will be made to remind your child to come to these locations for the survey. Thank you for understanding what Making Middle Grades Work and the MMGW Student Survey means to our school. These results will help us in our school improvement efforts tremendously.**



## **Random Sampling Instructions**

All eighth-grade students may participate in SREB's MMGW Student Survey. However, schools with more than 100 students in the class may choose to select a random sample of 100 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