

2016 MMGW Teacher Survey Instructions

Purpose

The MMGW Teacher Survey is designed to provide teachers with an opportunity to share their insights into school and classroom practices and to indicate the professional development they have received and would like to receive in coming years. This survey gives every teacher a voice in the school improvement process. Teacher responses will be kept strictly confidential and will not be used to identify them in any way. All results are reported at the group level, not at the individual teacher level. Participating schools should strive to have every teacher complete a survey to ensure results are representative of the entire faculty.

Administration Method and Dates

The 2016 MMGW Teacher Survey will be administered online from January 25 – February 19, 2016. While schools may select any date(s) within this range to administer the survey, all responses must be completed no later than February 19, 2016. The survey takes approximately 45 minutes to complete.

Survey Link

The 2016 MMGW Teacher Survey can be accessed at the following link beginning on January 25, 2016:

<http://www.surveygizmo.com/s3/2459830/2016-MMGW-Teacher-Survey>

Survey Participants

All full- and part-time teachers, grades six through eight, should be given the opportunity to participate in the teacher survey — including academic and fine/related arts teachers. Non-teaching staff (e.g., administrators, media specialists, counselors, custodians) should not complete the survey, as very few questions relate to their specific experiences. It is important that all teachers complete the survey so that your school's results represent the views of all teachers in your school rather than a select few.

Survey Administration

There are two methods of administering the survey. First, schools may provide teachers with participation information and request they complete the survey by the deadline. Second, schools may administer the teacher survey in a group setting (e.g., computer lab). SREB recommends schools administer the survey in a group setting, as this method enables the school to keep an accurate record of participation and to ensure all teachers complete the survey. To administer the survey in a group setting, one option is to administer the survey during a faculty meeting, which will need to be held in a computer lab. A second option is to have each department hold their departmental meeting in a computer lab and administer the survey. With either method (group setting or individual completion), every reasonable effort should be made to ensure every teacher in the school completes a survey.

Log-In Information

Every teacher will need to enter three pieces of information for their results to be included in your school's report. First, they will need your school's MMGW Site Code. Second, they will need to select your school's name 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." Third, they will need to enter a teacher-generated individual code.

Provide each teacher with your school's five-digit MMGW Site Code and your school's name the way it will appear on the survey. Teachers also will be asked to enter an individual code. This should be a teacher-generated code (any combination of numbers, letters and/or symbols) that only the teacher can identify. If needed, this code can be used to delete an incomplete entry. Additional information is provided in the next section.

It is critical that teachers enter these three pieces of information correctly. The survey system cannot verify the accuracy of information entered. If the information is not entered correctly, teachers' responses will not be included in your school's results.

Completing the Survey

Schools should encourage teachers to complete the survey in one sitting. However, if this is not possible, teachers may click "Save and continue survey later" at the top of the survey page and re-enter at a later time (all surveys must be completed by February 19, 2016). After the teacher clicks "Save and continue survey later," he or she will be asked to enter and verify an email address. An email will be sent to the teacher with a unique link to resume the survey where he or she left off from the address noreply@sgizmo.com. Teacher email addresses are only used for this purpose and won't be used to identify a teacher in any way. Once a teacher enters the survey (clicks "Next" from the log in page), a response will be recorded for your school, so ensure that teachers complete and submit the survey.

Since no identifying information is recorded on the survey (e.g., name or ID number), there is no guaranteed way to identify and delete an unintentionally incomplete response. Therefore, it is important that each teacher only enter and complete the survey once. However, the individual code teachers generate can be used to attempt to identify an incomplete record.

In the event a teacher unintentionally submits an incomplete record, either the teacher or the site coordinator should provide SREB with the following information: your school's MMGW Site Code, school name, the date and time of the occurrence, the individual code the teacher entered, and where the teacher was in the survey when the incident occurred. SREB will attempt to identify and delete the record.

Tracking Responses (Optional)

SREB recommends the teacher survey be administered in a group setting so that the school can keep an accurate record of participation and ensure all teachers complete the survey. However, this online format may present a challenge for administering the teacher survey in a group setting if the school does not have the computer resources necessary. Therefore, the survey includes a confirmation page that can be used to track teacher completion.

At the end of the survey, teachers will see a confirmation page. Teachers will be instructed to print this page, write their name on it, and give it to the school's MMGW Site Coordinator. This will let the school know which teachers have completed the survey. Teachers' names will not be included in the survey or linked to their responses. If your school wants teachers to submit this confirmation page, they will need to use a computer with printer capabilities.

Sample Communication to Teachers

This sample communication can be modified and given to teachers to inform them of the survey. You will need to enter your school's MMGW Site Code and school name as it will appear on the survey. You will also need to include contact information for your school's MMGW Site Coordinator, should teachers have any questions. The communication below

includes the final survey deadline of February 19, 2016; however, your school can set an earlier completion deadline.

If you are asking teachers to complete the survey individually, provide them with this communication, modified as necessary. If you are administering the survey in a group setting, read relevant information to teachers prior to beginning the survey, modified as necessary. You may want to visually display your school's MMGW Site Code and school name in the room for teachers to enter correctly when they log in to the survey.

Dear Faculty:

Our school is participating in the 2016 MMGW Teacher Survey. This survey provides our school with an opportunity to collect your feedback on the school's mission, school and classroom practices and experiences, school leadership, professional development opportunities, and other aspects related to continuous improvement at our school. We appreciate your time in completing this survey. It is very important that every teacher complete the survey so the results we receive represent the views of our entire faculty.

Please ensure you have roughly 45 minutes to complete the survey before beginning. You must complete the survey in one sitting. To start the survey, enter the following information for registration purposes and click "Next":

MMGW Site Code: [Your school's five-digit MMGW Site Code]
School name: [Your school's name as it will appear in the survey]

Please ensure you enter this information accurately so your results will be included in our school's report.

You can access the survey using the following link:

<http://www.surveymoz.com/s3/2459830/2016-MMGW-Teacher-Survey>

The survey must be completed by **February 19, 2016**. At the end of the survey, you will see a confirmation page. Please print this page through your browser, write your name on it, submit the survey, and give it to [MMGW Site Coordinator]. This will let us know that you have completed the survey. Your name will not be included in the survey or linked to your responses. The report we receive will be at the group level and will not include responses of individual teachers.

If you exit before completing the survey or do not resume and complete a survey that you saved, that response record will still be included. Therefore, it is important that you fully complete the survey.

If you have any questions about the survey, please contact [MMGW Site Coordinator] at [phone number] or [e-mail address]. We greatly appreciate your time and effort to complete this survey. We are looking forward to receiving the results and continuing our efforts to improve the quality of our school.

Regards,
[School Principal or Leadership Team]

Results

The quality of information your school will receive is dependent upon the seriousness with which the survey is administered and completed. In order for SREB to provide survey results, your school's MMGW Site Code and school name must be entered correctly for every completed survey.

Teacher survey results will be sent with the 2016 MMGW Student Survey results. Survey results will be reported at the school level, not at the individual teacher level.

SREB Contact Information

If you have any questions about the 2016 MMGW Teacher Survey or its administration, experience difficulties with the online survey, or need to provide information to SREB, please use the contact information below.

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