



# 2022-23 Student Perception Survey Coordinator Training

Office of Policy and Evaluation  
Fall 2022

# TRAINING OBJECTIVES

---

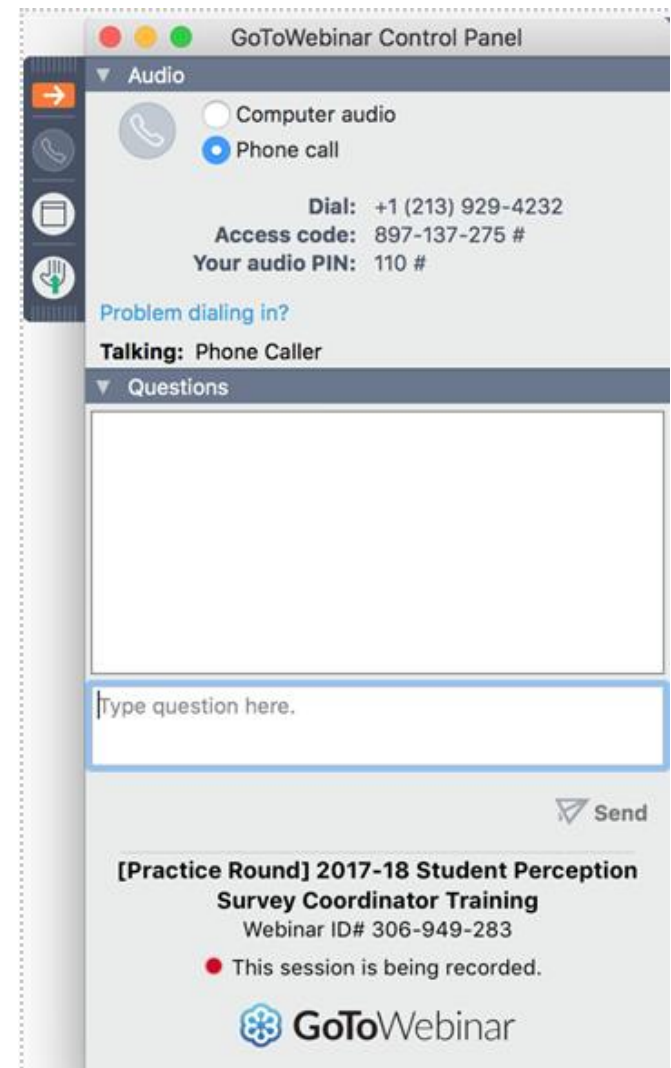
- Understand the background and purpose of the Student Perception Survey.
- Learn about changes to the 2022-23 survey.
- Understand your role as a coordinator.

# VIRTUAL ENGAGEMENT

Your GoToWebinar control panel is how we will interact as a virtual community.

It is located on the right side of your screen.

Questions will be compiled and answered at the end of the presentation during the Q&A.



# AGENDA

---

1. Student Perception Survey Overview
2. Survey Administration
3. Your Role as a Survey Coordinator
4. Survey Results and Reporting
5. Best Practices
6. Q&A

# STUDENT PERCEPTION SURVEY OVERVIEW

# OVERVIEW

## What is the Student Perception Survey?

- The Panorama Student Survey is a research-based, anonymous student survey used across the country to provide teachers with students' feedback about their classroom experiences.
- The Student Perception Survey will continue to be used for formative purposes, and **not** as a part of *Advance*, New York City's system for teacher development and evaluation.



# OVERVIEW

## What is on the Student Perception Survey?

**PANORAMA** EDUCATION

**NYC** Department of Education

Page 1

**Student Perception Survey**

*For the following questions, we are interested in learning about how you think about your classroom and your teacher listed below. With your thoughtful feedback, we can work to make your classroom a better place for learning. This survey is confidential.*

**Your Teacher:**

- How much do you look forward to learning in this class?  
 Not at all     A little bit     Somewhat     A lot     A tremendous amount
- How often does this teacher take time to make sure you understand the material?  
 Almost never     Once in a while     Sometimes     Frequently     Almost always
- In this class, how eager are you to participate?  
 Not at all eager     Slightly eager     Somewhat eager     Very eager     Extremely eager
- How welcoming does this teacher make the classroom?  
 Not at all welcoming     Slightly welcoming     Somewhat welcoming     Very welcoming     Extremely welcoming
- How often does this teacher make you explain your answers?  
 Almost never     Once in a while     Sometimes     Frequently     Almost always
- How fair or unfair are the rules for the students in this class?  
 Very unfair     Somewhat unfair     Slightly unfair     Neither unfair nor fair     Slightly fair     Somewhat fair     Very fair
- How much does this teacher encourage you to do your best?  
 Does not encourage me at all     Encourages me a little     Encourages me some     Encourages me a lot     Encourages me a tremendous amount
- In this class, how much does the behavior of other students hurt or help your learning?  
 Hurts my learning a tremendous amount     Hurts my learning some     Hurts my learning a little bit     Neither helps nor hurts my learning     Helps my learning a little bit     Helps my learning some     Helps my learning a tremendous amount
- How often do you get so focused on learning during class activities that you lose track of time?  
 Almost never     Once in a while     Sometimes     Frequently     Almost always
- Overall, how high are this teacher's expectations of you?  
 Not high at all     Slightly high     Somewhat high     Very high     Extremely high
- How often does your teacher seem excited to be teaching your class?  
 Almost never     Once in a while     Sometimes     Frequently     Almost always

Printed PDF Form - FOR DEMO PURPOSES ONLY

- 33 multiple-choice questions on a variety of topics including:
  - Pedagogical Effectiveness
  - Classroom Climate
  - Rigorous Expectations
  - Classroom Engagement
  - Teacher-Student Relationships
- Additional optional self-reported demographic questions.
- Surveys are available in all 9 DOE supported languages.
- Can be completed in less than 30 minutes.

# SURVEY ADMINISTRATION



# SURVEY ADMINISTRATION

## What are the changes to this year's survey?

- The Student Perception Survey is available online only.
  - Given online administration, no boxes will be shipped to schools.
  - Schools will receive an email with administration materials (including student survey codes) that will need to be printed.
- All teachers will have the opportunity to have 2 classes complete the survey.
- A parent letter will be available for schools to backpack home to families informing them of the survey.

# SURVEY ADMINISTRATION

## When will the survey be administered?

- The survey administration window is **December 5 - January 20**.
- Schools can choose to administer on any day(s) within that survey administration window.
- Note that the winter recess is scheduled from December 26 to January 2. If your school does not plan to complete survey administration prior to the winter recess, please ensure that survey materials are stored in a secure location to prevent items from being misplaced or discarded.

December						
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

January						
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

# SURVEY ADMINISTRATION

## How will the survey be administered?

- Schools will receive an email with administration materials during the week of November 28.
- You will receive enough survey access codes so that each teacher can have 2 classes surveyed.
- Proctors will give out access codes to students, and they will complete the survey online with the access code.

# SURVEY ADMINISTRATION

## Which teachers are eligible to participate?

- Teachers of grades 6-12 with at least 10 students present across two periods, regardless of which class periods.
- If the teacher cannot meet this 10-student minimum across two classes, they can administer the survey to students in up to four class periods, or whatever is feasible for the teacher to meet the 10-student minimum.
- SETSS, 6:1:1, Push-In, Pull-Out, and AIS teachers if they teach at least 10 students.
- For D75, only teachers of students in grades 6-12 who are in a 12:1:1 class and who take standardized assessments.
- Teachers with students who take alternative assessments will not participate in the Student Perception Survey.

# SURVEY ADMINISTRATION

---

## Which students are eligible to participate?

- Students in grades 6-12 who take standardized assessments.
- Students should be taught by the teacher for at least 4 weeks prior to survey administration.

# SURVEY ADMINISTRATION

**How many survey access codes can you expect to receive for each teacher?**

Largest class period of student enrollment <b>greater than 40</b>	75 survey access codes per class
Largest class period of student enrollment is between <b>10-40</b>	40 survey access codes per class
Largest class period of student enrollment is <b>less than 10</b>	20 survey access codes per class
Gym teachers	75 survey access codes per class

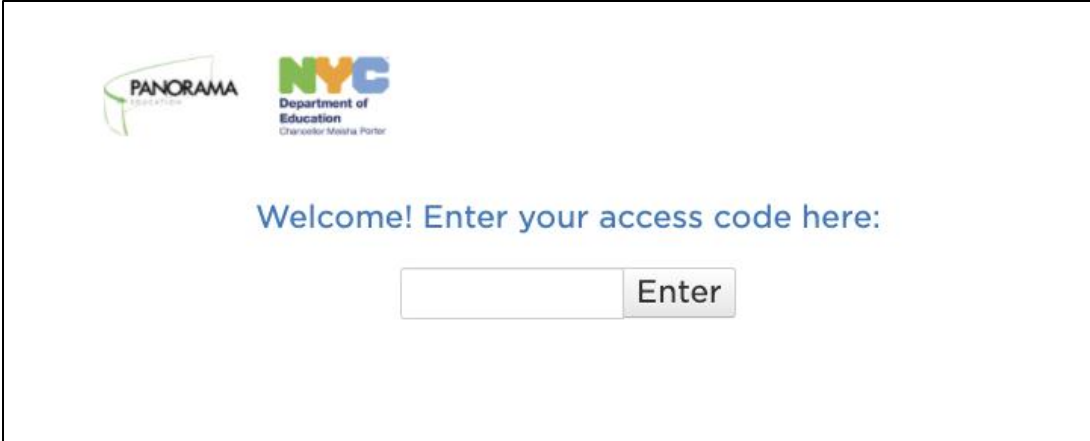
- Teachers will likely receive more surveys than needed.
- Extra survey materials do not need to be used, held, or returned.

# SURVEY ADMINISTRATION

## Online Survey Administration

- Students will take surveys online via Panorama Education's website
- For ease of administration students may use desktops, laptops, netbooks, Chromebooks, tablets and/or mobile devices to access the survey.

[StudentPerceptionSurvey.nyc](https://StudentPerceptionSurvey.nyc)



PANORAMA  
Education

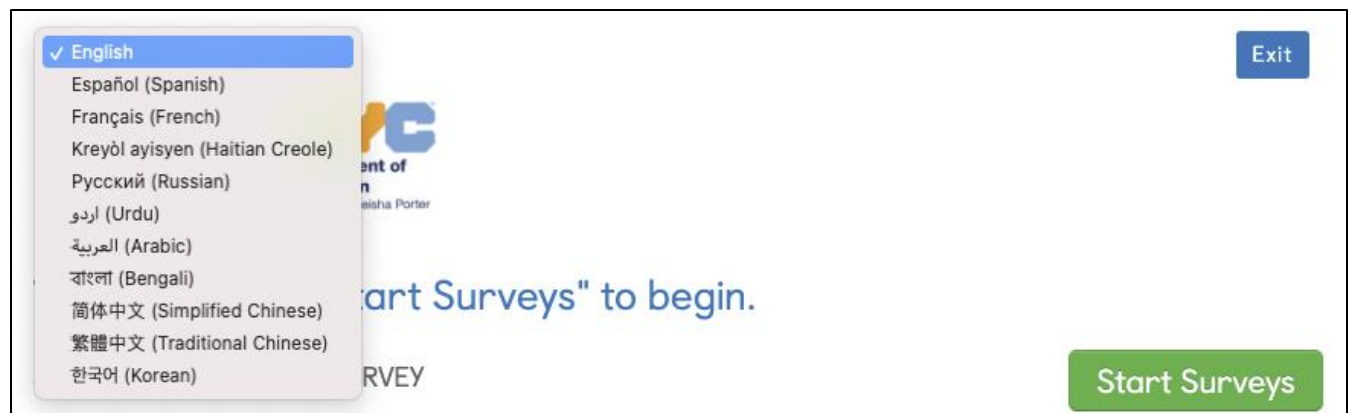
NYC  
Department of  
Education  
Chancellor Melissa Porter

Welcome! Enter your access code here:

# SURVEY ADMINISTRATION

## English Language Learners

- Students can complete the survey online in English or any of the 9 DOE-supported languages:
  - Arabic
  - Bengali
  - Chinese (Traditional and Simplified)
  - French
  - Haitian Creole
  - Korean
  - Russian
  - Spanish
  - Urdu





# SURVEY ADMINISTRATION

## Students with IEPs and English Language Learners (ELLs)

- **If required, an accommodation plan should be made to assist students with disabilities.** Accommodations used in the classroom and/or on assessments should also be implemented on the Student Perception Survey.
- **Accommodations should not compromise survey confidentiality.** For example: If a student provides responses orally, a teacher who is not the subject of the survey must proctor the survey.
- **Additional guidance for assisting students with disabilities in completing the Student Perception Survey is available at [StudentPerceptionSurvey.nyc](https://www.studentperceptionsurvey.nyc.gov).**

# SURVEY ADMINISTRATION

## Scheduling Administration

- We recommend that students take the survey during third period for their third period teacher, proctored by a different teacher or school staff.
- Schools that are administering to two classes could:
  - Administer during two class periods in a given day, or
  - Administer to one or two classes of students per day over the course of a designated “survey week.”

# SURVEY ADMINISTRATION

## Scheduling Administration

- Teachers who do not teach third period should administer the survey in the school's second to last period.
- Teachers who teach neither periods should administer the survey in whatever period would be least disruptive to instruction time.
- The survey may be administered during another period chosen by the principal or school leader ensuring that all students are surveyed at the same time.

# SURVEY ADMINISTRATION

## Scheduling Administration

### Co-Teachers:

- Co-teachers should have students take the survey for one co-teacher at the scheduled survey period and complete the survey for the other co-teacher during another class period.

# SURVEY ADMINISTRATION

## Proctoring

- The best practice is for a different pedagogue or administrator other than the teacher who is the subject of the survey to proctor the survey.
- In all instances, proctors should clearly communicate to students which teacher is the subject of the survey.
- Ensure that all proctors are prepared to administer the survey following the instructions provided in the survey email to coordinators.

### Exception:

- If a principal determines that, it is not feasible to implement this best practice based on scheduling, then the school may administer the survey with teachers proctoring their own classes.

# SURVEY ADMINISTRATION

## Proctoring

- Review the online administration process with students prior to the administration day.
- Proctors should remind students completing the survey that the survey is anonymous and will not be tied back to an individual student.
- The access codes can only be used by one student and cannot be used to submit more than one survey response.

# SURVEY ADMINISTRATION

## Survey Ethics

- Respondents may complete the survey in a totally confidential manner without any influence over their responses from anyone.
- School leaders and other school personnel should avoid any breach, or the appearance of a breach, in survey confidentiality for students.
- School leaders and school staff should avoid taking any steps that influence or suggest – or have even the appearance of attempting to influence or suggest – the survey answers that respondents provide.
- Please review the Student Perception Survey Ethics Reference Guide and also available at [StudentPerceptionSurvey.nyc](https://www.studentperceptionsurvey.nyc.gov/).

# SURVEY MATERIALS



# SURVEY ADMINISTRATION

## When will materials arrive?

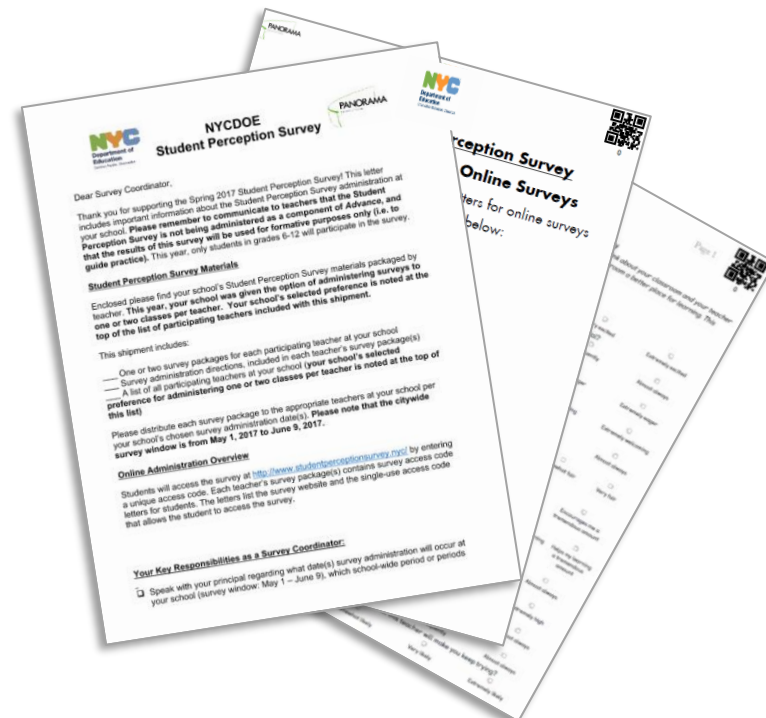
- All materials will arrive VIA EMAIL between November 28 – December 2.

November/December						
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3
4	5	6	6	8	9	

# SURVEY ADMINISTRATION

## What is included in the survey email?

- Survey administration instructions for proctors
- A roster of all eligible teachers
- 2 PDFs (per teacher) with individual student access codes to be distributed to up to two classes
- 2 Excel files (per teacher) with the same access codes as PDFs but for electronic distribution
- A parent letter (to be backpacked home)



# SURVEY ADMINISTRATION

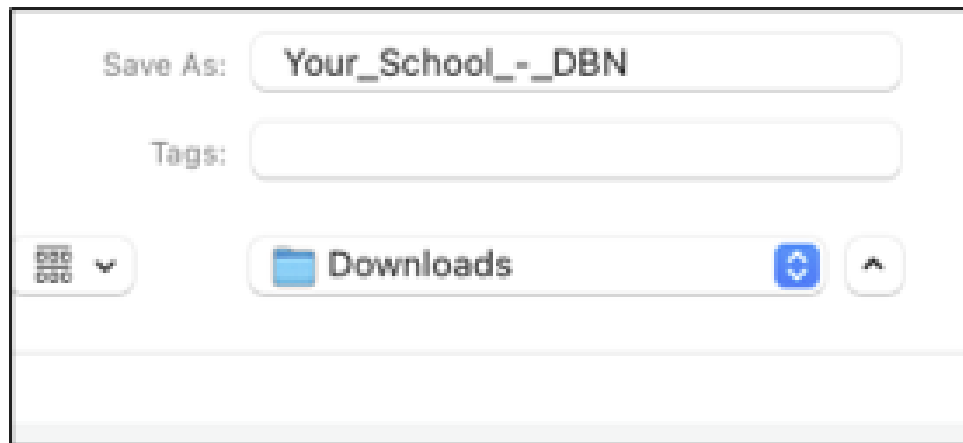
## Student Survey Access Codes

- Students will access the survey at [StudentPerceptionSurvey.nyc](https://StudentPerceptionSurvey.nyc) by entering a unique access code. You have two options for getting access codes to students:
  - Access Code Letter PDFs
  - Access Code List Spreadsheet
- Survey Coordinators: download and/or print survey materials from your email
  - **Email will be sent to you during the week of Nov 28th.**

# Steps for Printing Access Code Letters

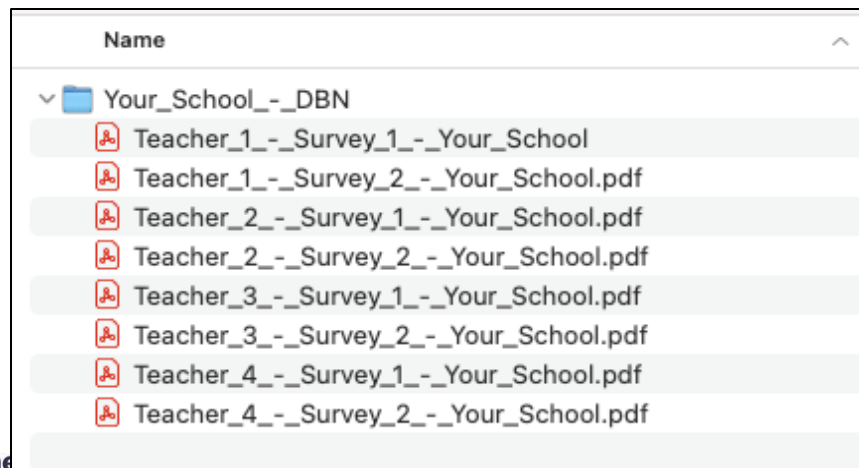
1. Click the link in your email to download a zip file containing all of your PDFs. The zip file will include your school's name and DBN.

*\*If you opt to use the access code spreadsheets: download only the zip file containing all of your spreadsheets.*



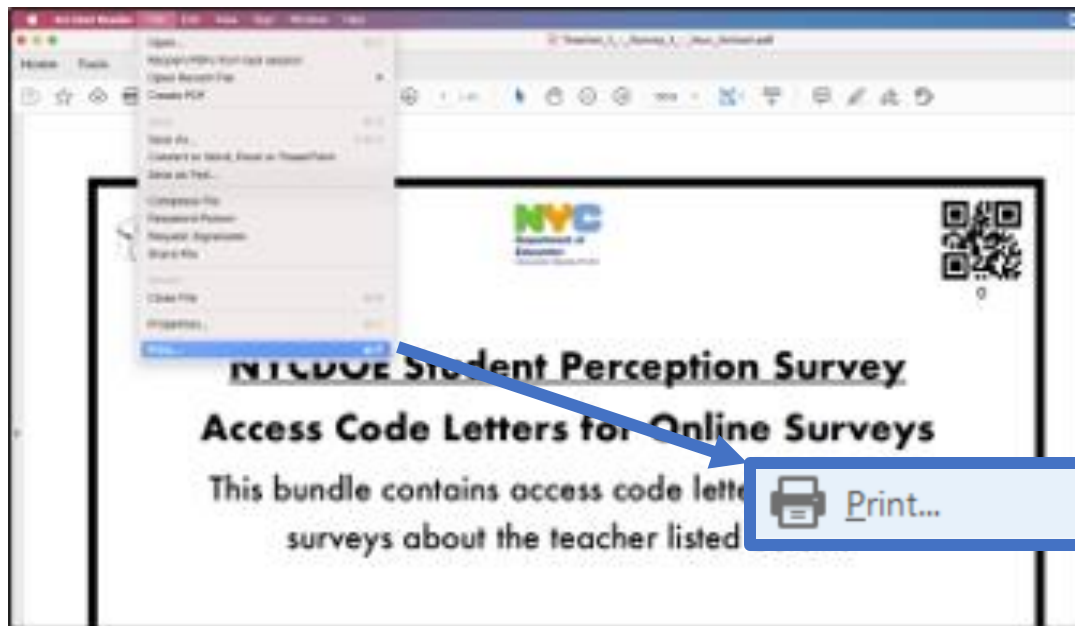
# Steps for Printing Access Code Letters

2. Un-zip the downloaded file. Open the folder named for your school containing 2 PDFs for each eligible teacher.
  - Schools that opt to have teachers survey only **1 class**, then only open and print the PDFs that have “Survey 1” in their title. You do not need to print out the “Survey 2” PDFs.
  - Schools that opt to have each teacher survey **2 classes**, then you can just print out ALL PDFs.



# Steps for Printing Access Code Letters

3. Open the relevant PDFs and print off each packet in full. PDFs should be printed SINGLE-SIDED.



# YOUR ROLE AS A SURVEY COORDINATOR

# SURVEY COORDINATOR

---

## What are your primary responsibilities?

- Primary point of contact for your school
- Oversee
  - Reception of administration materials via email
  - Distribution of survey access codes to teachers
  - Coordination of online survey administration across the school



# SURVEY COORDINATOR

**Start planning for survey administration by speaking with your principal or school leader about:**

- What date(s) survey administration will occur at school (survey window: December 5 – January 20)
- How best can you support students in accessing the online-only survey?
- Will you school administer to 2 classes per teacher or only 1 class per teacher?
- Which school-wide period or periods will be surveyed?
- Who will proctor those corresponding course sections?
- Confirm the receipt of the email with survey materials during the week of November 28<sup>th</sup> and start reviewing materials.

# SURVEY COORDINATOR

## To best prepare for administration you should:

- Read through all the materials** in your Survey Coordinator email with the administration materials.
- Print relevant materials** including survey access codes and organize to distribute to staff.
- Create a communications plan and proctoring schedule** for the survey.
- Communicate the survey administration timeline to your teachers, proctors, and students.** Remind them that the results of this survey are used for formative purposes (i.e. to guide practice) and is anonymous.
- Create an accommodations plan for English Language Learners and Students with Disabilities** using the Accommodations Guide available at [StudentPerceptionSurvey.nyc](https://www.schools.nyc.gov/student-perception-survey).
- Ensure that your school has received survey materials for all eligible teachers.** If you do not receive your school's survey materials by Thursday, December 2, please email [StudentPerceptionSurvey@schools.nyc.gov](mailto:StudentPerceptionSurvey@schools.nyc.gov).

# SURVEY COORDINATOR

## During survey administration (ON / AFTER December 5):

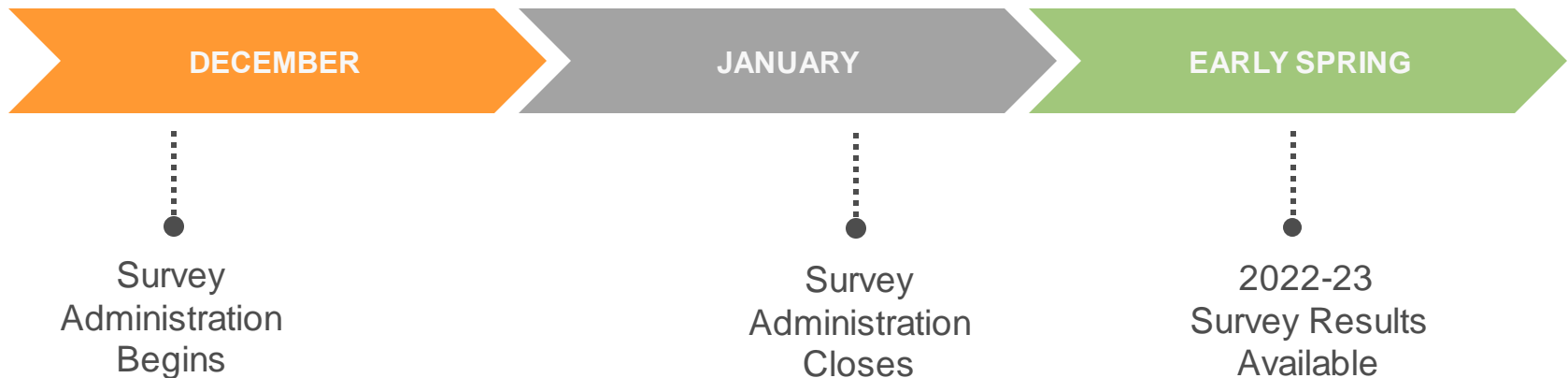
- Distribute survey access codes** to the proctors.
- Monitor survey administration** and ensure an ethical administration of the survey. Review the Student Perception Survey Ethics Reference and also available at [StudentPerceptionSurvey.nyc](http://StudentPerceptionSurvey.nyc).
- Answer any questions** that may arise about survey administration and provide support to teachers, proctors.

# SURVEY RESULTS & REPORTING

# RESULTS AND REPORTING

## Survey Results

- Teachers, principals, and administrators will receive reports of the results in early spring of 2023.



# RESULTS AND REPORTING

## Survey Reports



### Student Perception Survey

What feedback did students have about their experience in class?

Grades 6-12

24 responses

Save as PDF

Topic	⇅ Percent Favorable <sup>?</sup>	Compared to School <sup>?</sup>	Change since 2019-20 Student Perception Survey <sup>?</sup>	
Classroom Climate <sup>?</sup>	68%	+5	<span style="color: green;">▲</span> 19 Greatest increase	
Rigorous Expectations <sup>?</sup>	67%	-2	<span style="color: green;">▲</span> 7	
Pedagogical Effectiveness <sup>?</sup>	58%	-11	<span style="color: green;">▲</span> 1	
Teacher-Student Relationships <sup>?</sup>	57%	-5	0	
Shared and Inclusive Curriculum <sup>?</sup>	40%	-6		
Classroom Engagement <sup>?</sup>	37%	-8	<span style="color: red;">▼</span> 5	

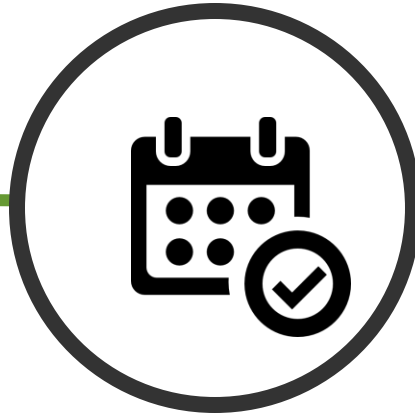
# BEST PRACTICES

# BEST PRACTICES

---



**Communication**



**Scheduling**



**Useful Tools and  
Methods**



# BEST PRACTICES

## Communication

**Communicate to teachers via faculty conference or in smaller team meetings prior to administration:**

- The purpose of the survey and the opportunity for using student perceptions as a formative tool for professional development.

**Include survey related information in your weekly digest or emails to teachers and proctors about:**

- When the survey will be administered so they can plan their schedule accordingly.
- How they will be involved as proctors.
- How and when the results from the survey are reported.
- What resources are available to understand and use the survey results.



# BEST PRACTICES

## Communication (continued)

**Communicate to students prior to administration at a conference or in their classes:**

- The purpose of the survey and the opportunity for empowering student voice.
- Which teacher is the subject of the survey.
- How and when the survey will be administered and what kinds of questions will be asked.



# BEST PRACTICES

## Scheduling

**Work with school leadership and teachers to create a master schedule to:**

- Find appropriate class periods to administer the survey.

**Collaborate with teachers to:**

- Ensure the period the survey will be administered suits their schedule by asking them to submit three classes during which they could administer the survey.

**Prepare a shared calendar to:**

- Capture all teachers who are eligible for the survey.



# BEST PRACTICES

## Scheduling (continued)

**Prepare a proctoring plan and support proctors by:**

- Communicating what class they will be proctoring, as well as which teacher the survey is for.
- Ensuring they know which instructions to follow and have access to all necessary materials.
- Pairing teachers by classroom location and having them swap classes to administer the survey.



# BEST PRACTICES

## Useful Tools and Methods

### Work with school leadership and teachers to:

- Develop a Student Perception Survey committee to assist with administration.

### When administering the survey:

- Track your school's completion rates by using the Student Perception Survey Dashboard.

### While administering the survey to two classes per teacher, get more representative feedback by:

- Choosing two different grades or subjects for each teacher.

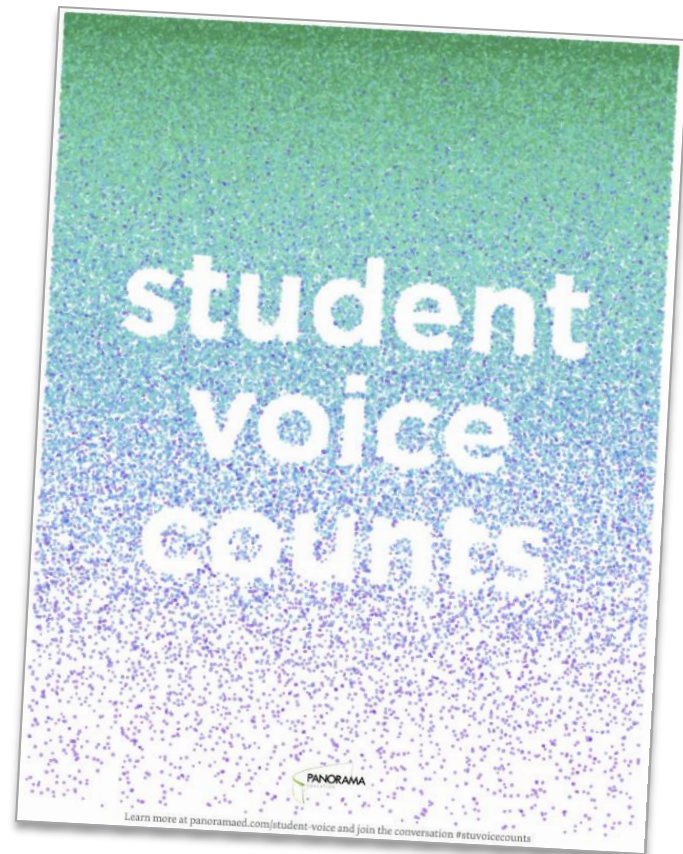
### Use resources to support a smooth survey administration by:

- Sending the FAQ, Quick Reference Guide, Ethics Guide to all teachers and proctors.



# RESOURCES

- **Student Perception Website:**  
[StudentPerceptionSurvey.nyc](https://www.panoramaed.com/student-perception-survey-nyc)
  - FAQ
  - Survey Ethics Reference Guide
  - Accommodations Guide
- **E-mail:**  
[StudentPerceptionSurvey@schools.nyc.gov](mailto:StudentPerceptionSurvey@schools.nyc.gov)



Q&A