

## 2018-19 Student Perception Survey Scheduling Helper Instructions

Survey Coordinators may use the Survey Scheduling Helper tool located in the *Advance* Web Application (AWA) to assist with survey administration. To sign into the AWA under the Survey Coordinator user role, your principal must first assign you to this role using the “**Manage User Roles & Access**” tool. For guidance on how to assign someone a role in the AWA, principals can reference the latest [Advance Web Application Support Guide](#).

**Please note that while the Survey Scheduling Helper is located in the AWA, the 2018-19 Student Perception Survey is not being administered as a part of *Advance*. Results from the survey will be used for formative purposes only, i.e. to guide practice.**

1. Log into AWA. You should see your role listed as Survey Coordinator and your school. Click **Confirm** and proceed into *Advance*.

**NYC** Department of Education

**Advance**  
Welcome, CMSUSER3 TEMPID | Sign Out

### Role and Location ?

Before we get started, we need a bit more information from you...

**Your User Role**  
You have been assigned multiple user roles within this system. Please select your desired role for this session.

Survey Coordinator

**Your School**  
You are associated with more than one school. Please select the school you'll be entering data for today.

\*Select a School

Select a School

Cancel Confirm

2. Once in AWA, click **Evaluation Tools** in the top header and select **Survey Scheduling Helper**. Please note that you will only see this if your principal has assigned you to the Survey Coordinator role in the AWA.

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**Advance**  
Welcome, CMSUSER3 TEMPID | Sign Out

Advance Home Evaluation Tools Reports

Survey Scheduling Helper

### What would you like to do?

**Advance**  
Web Application  
Support Guide

Role: Survey Coordinator  
Location: Cascades High School (01M650)  
Fiscal Year: 2016  
[Change Role or Location or Fiscal Year](#)

3. Once inside the Survey Scheduling Helper, users should do the following:
  - Review the information for each teacher on the screen.
    - ✓ **Number of Surveys in a Pack** - Displays how many survey are included in each pack.
    - ✓ **Course Enrollment** – Displays the number of students enrolled in a course.
    - ✓ **Course Section to Be Surveyed** – Displays the course section(s) to be surveyed (automatically defaulted to the third period).
    - ✓ **Change Course Section** – “Edit” option is available for survey coordinators to change the course section to be surveyed.

✓ = Changed Record

Last Name	First Name	Employee ID	Number of Surveys in a Pack	Course Enrollment	Course Section to be Surveyed	Change Course Section
BBBBBBBBBB	BBBBBB	BBBBBB	40	34	BBBBBB	<input type="button" value="EDIT"/>
BBBBBBBBBB	BBBBBB	BBBBBB	40	34	BBBBBB	<input type="button" value="EDIT"/>
BBBBBBBBBB	BBBBBB	BBBBBB	40	33		<input type="button" value="EDIT"/>
BBBBBBBBBB	BBBBBB	BBBBBB	40	34		<input type="button" value="EDIT"/>
BBBBBBBBBB	BBBBBB	BBBBBB	40	32		<input type="button" value="EDIT"/>
BBBBBBBBBB	BBBBBB	BBBBBB				<input type="button" value="EDIT"/>
BBBBBBBBBB	BBBBBB	BBBBBB	40	34		<input type="button" value="EDIT"/>
BBBBBBBBBB	BBBBBB	BBBBBB				<input type="button" value="EDIT"/>

4. If you want to change the course section for a teacher:
  - Click **Edit** under **Change Course Section**.
  - You will see a list of all the courses for the selected teacher and can check another course to survey under the Select column.

Grades 6-12 Survey Pack 1: 34

Select	Course Code	Course	Section	Term
<input type="checkbox"/>	NA	NA	0	0
<input checked="" type="checkbox"/>	SPS21	PHYSICS TERM 1	1	1
<input type="checkbox"/>	SPS21	PHYSICS TERM 1	9	1
<input type="checkbox"/>	SPS21QQ9	PHYSICS 9TH GRADE	5	1
<input type="checkbox"/>	SPS21QQ9	PHYSICS 9TH GRADE	7	1
<input type="checkbox"/>	SPS21QQ9	PHYSICS 9TH GRADE	10	1

Grades 6-12 Survey Pack 2: 0

Select	Course Code	Course	Section	Term
<input type="checkbox"/>	NA	NA	0	0
<input type="checkbox"/>	SPS21	PHYSICS TERM 1	1	1
<input type="checkbox"/>	SPS21	PHYSICS TERM 1	9	1
<input type="checkbox"/>	SPS21QQ9	PHYSICS 9TH GRADE	5	1
<input type="checkbox"/>	SPS21QQ9	PHYSICS 9TH GRADE	7	1
<input type="checkbox"/>	SPS21QQ9	PHYSICS 9TH GRADE	10	1

Exempt?

5. If you want to generate an Excel Report of the course section(s) you selected:
  - Click **Confirm All** to confirm the course section(s) selected.
  - Click **Export to Excel**.
  - An Excel report will download and will include a summary of the selection you have made in the Scheduling Helper.