## **Teacher Quick Start Guide**

### STEP 1

### **Set Up Your Account**

You will an receive email with the following subject line:

"Teacher Registration Instructions for iKnow My Class Survey."

This email contains instructions on how to register and set up your classes.

You may administer the survey as many times during the school year as you would like, and may add up to three custom questions to each survey. Results are received in real time. You will only have access to results for your own classes.

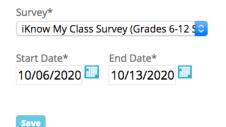
## STEP 2 Set Up A Survey

Log in to your account at <u>Surveys.QuagliaInstitute.org/login</u>. Click the Account tab to view your classes. Use the Add Class button to add additional classes.

English Composition (Period B) + Set Up New Survey

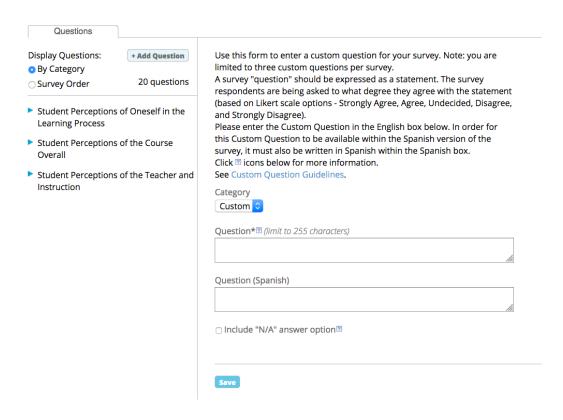
From the Surveys tab, click the Set Up New Survey button for the desired class. Choose the appropriate survey from the drop-down menu.

#### English Composition (Period B)



To add custom questions, return to the Surveys section of your account. Click Administer under the appropriate survey. Then click on the Add Question button and follow the instructions to add up to 3 questions. Remember to click Save after entering each custom question.

**NOTE:** Custom questions must be added <u>before</u> any students take the survey.



To administer the survey, find the survey on your home page, and click Administer. You will be taken to a page indicating the Access code and survey site. URL. Share this with your students so that they may begin taking the survey.

Survey Dates: 10/06/2020 to 10/13/2020

Survey Site: http://surveys.quagliainstitute.org/survey

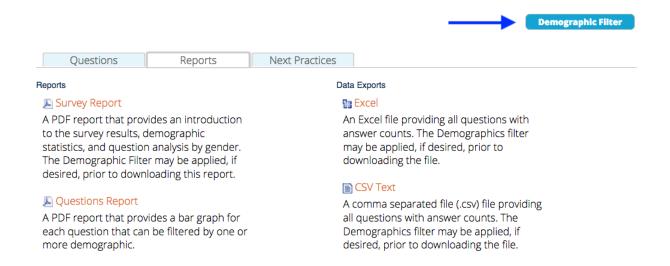
Access Code: 470524

# **STEP 3** Viewing Survey Results

Log in to your account at <u>Surveys.QuagliaInstitute.org/login</u>.

Click View Results for the survey you wish to view, and you will be able to choose from four different data reports: PDF, Questions, Excel and CSV.

If desired, use the **Demographics Filter** to filter results based on specific demographics. For grades 6-12, options include gender, grade level, subject area, whether it is the students' first year at the school, whether the class is required, and if the survey was taken in English or Spanish.



#### **UTILIZING NEXT PRACTICES**

**Next Practices** are suggestions for improving student engagement that you can apply immediately. Click on the **Next Practices** tab in the **View Results** section to get started!

A complete **Help Guide** is available in the **Resources** tab within your account. If you have any questions, please contact the Quaglia Institute at <a href="mailto:Support@QuagliaInstitute.org">Support@QuagliaInstitute.org</a>.