



# **iKnow My Class Survey**

**Primary User Quick Start Guide**

**All Schools, except  
LAUSD**

**LAUSD Schools: Please See  
Your Primary User Guide at  
<http://bit.ly/LAUSDGuide>**

*If you have any questions, please contact the Quaglia Institute  
at [Support@QuagliaInstitute.org](mailto:Support@QuagliaInstitute.org)*



# Quaglia iKnow My Class Survey

## PRIMARY USER QUICK START GUIDE

*The Primary User is the point person for all school-wide communication regarding the iKnow My Class Survey. Primary Users only have access to school-wide aggregate iKnow My Class data.*

### Survey Registration

Please go to: <https://quagliainstitute.org/store>.

Select the iKnow My Class survey and enter the number of students in grades 3-12 in your school. At checkout, please click Pay Now and enter coupon code *QSVikmc* to complete the process. As the Primary User, further directions for completing the registration process will be provided via email. Once your school's account has been activated, you will receive three emails with the following subject lines:

1. School Setup for Your Survey is Complete (notification of activation of your school's account)
2. Access Your Survey (information to access your account as the Primary User)
3. Teacher Registration Instructions for iKnow My Class Survey (instructions to forward to teachers so they can register and set up their classes)

*Please note that this link is school-specific and should only be used by teachers at your school.*

### Forward Teacher Registration Instructions

Using the link in #3 above, teachers can set up their own accounts and administer surveys for their own classes. The iKnow My Class survey is anonymous.


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



## Support Teachers Using iKnow My Class

1. Log in to your account at [surveys.quagliainstitute.org/login](https://surveys.quagliainstitute.org/login).
2. As the Primary User, you may generate school-level aggregate reports. Click on the Aggregates tab and follow the instructions provided on that page.
3. You may view PDF, Excel, and CSV versions of the results.
4. If desired, you may use the Demographics Filter to filter results based on specific demographics.

### Aggregate Reports

From this page, you can view the aggregate results of multiple surveys within a specific date range. Select the desired survey type and date range and then click the Set button. Click a report or data export option to view the specified aggregate results. You may limit results based on demographic options using the Demographic Filter.

Survey  
iKnow My Class Survey (Grades 6-12 Long) 

From   To   *Must click on a specific date.*

**Set**

iKnow My Class Survey (Grades 6-12 Long) results from 10/01/2019 to 10/06/2020

#### Reports

##### Survey Report

A PDF report that provides an introduction to the survey results, demographic statistics, and question analysis by gender. The Demographic Filter may be applied, if desired, prior to downloading this report.

##### Questions Report

A PDF report that provides a bar graph for each question that can be filtered by one or more demographic.

#### Data Exports

##### Excel

An Excel file providing all questions with answer counts. The Demographics filter may be applied, if desired, prior to downloading the file.

##### CSV Text

A comma separated file (.csv) file providing all questions with answer counts. The Demographics filter may be applied, if desired, prior to downloading the file.

 **Demographic Filter**

## UTILIZING NEXT PRACTICES

Encourage your staff to utilize Next Practices located in the Resources tab. For every survey question, there are suggestions which teachers can immediately apply to improve student engagement.

*A complete Help Guide is available in the Resources tab within your account.  
If you have any questions, please contact the Quaglia Institute at [Support@QuagliaInstitute.org](mailto:Support@QuagliaInstitute.org).*