



Teacher Quick Start Guide

STEP 1 Set Up Your Account

You will receive an 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 Surveys.QuagliaInstitute.org/login. 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)

Survey*

iKnow My Class Survey (Grades 6-12)

Start Date*

10/06/2020

End Date*

10/13/2020

Save

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 before any students take the survey.


Questions


Display Questions: [+ Add Question](#)


By Category 20 questions

Survey Order


- ▶ Student Perceptions of Oneself in the Learning Process
- ▶ Student Perceptions of the Course Overall
- ▶ Student Perceptions of the Teacher and Instruction

Use this form to enter a custom question for your survey. Note: you are limited to three custom questions per survey. A survey "question" should be expressed as a statement. The survey respondents are being asked to what degree they agree with the statement (based on Likert scale options - Strongly Agree, Agree, Undecided, Disagree, and Strongly Disagree). Please enter the Custom Question in the English box below. In order for this Custom Question to be available within the Spanish version of the survey, it must also be written in Spanish within the Spanish box. Click  icons below for more information. See [Custom Question Guidelines](#).

Category
Custom 

Question* (limit to 255 characters)

Question (Spanish)

Include "N/A" answer option

[Save](#)

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 Surveys.QuagliaInstitute.org/login.

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.

The screenshot shows a navigation bar with three tabs: "Questions", "Reports", and "Next Practices". A blue arrow points to a "Demographic Filter" button. Below the navigation bar, there are two columns of report options:

- 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.

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 Support@QuagliaInstitute.org.*