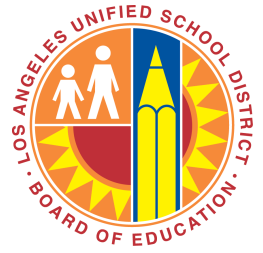# iKnow My Class Survey

Primary User Quick Start Guide

For LAUSD Schools Only

*If you have any questions, please contact the Quaglia Institute
at Support@QuagliaInstitute.org*

Easy As 1 → 2 → 3

As the Primary User for your school, you are the point person for all school-wide communication regarding the *iKnow My Class* Survey. Primary Users will only have access to school-wide aggregate *iKnow My Class* data.

STEP 1 ▸ Survey Registration

Use the following link to register your school for the *iKnow My Class* Survey:
Surveys.QuagliaInstitute.org/LAUSDikmc

Please note: *This is a unique link created solely for LAUSD schools contracted with the Quaglia Institute and is not for general distribution.*

You will receive a confirmation email at the time of registration. Once your school's account is activated, the Primary User 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.

STEP 2 ▸ Forward Teacher Registration Instructions

Using the link in the "Teacher Registration Instructions for *iKnow My Class* Survey" email (#3 above), teachers can set up their own accounts and administer surveys for their own classes. The *iKnow My Class* Survey is anonymous, and each student has the choice to take the survey in Spanish or English.

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.

VIEWING SURVEY RESULTS

A Log in to your account at Surveys.QuagliaInstitute.org/login.

As the Primary User, you may generate school-level aggregate reports. Click on the **Aggregates** tab and follow the instructions provided on that page.

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
[08/25/2017] 📅   [09/25/2017] 📅   *Must click on a specific date.*

[Set]

iKnow My Class Survey (Grades 6-12 Long) results from 08/25/2017 to 09/25/2017

Reports

📄 Survey Report

A PDF report that provides an introduction to the survey results, demographic statistics, and question analysis by gender. **Note: Demographic Filters set will not affect the output of this report.**

📄 Questions Report

An HTML report that provides an item analysis of 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.

▼ Demographics Filter: *not set*

B 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.

▲ Demographics Filter: *not set*

Gender
[Female ▼]

Grade Level
[10th ▼]

Subject Area
[--no filter-- ▼]

First Year at This School
[Yes ▼]

This Class Is Required
[Yes ▼]

Language
[--no filter--]
✓ --no filter--
English
Spanish

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