Easy As ①▶②▶③

STEP 1 ▶ Setting up Your Personal Account

Registration takes just a few minutes!

A. When you receive an email from your school's *iKnow My Class* Primary User, click on the **School-Specific Link** to set up your personal account.

B. Complete the **Teacher Information** section. Add at least one class to your account and click **Submit**.

C. Within 5 minutes you will receive an email with instructions for accessing your account. Login with the temporary password and you will be prompted to create your own password.

STEP 2 ▶ Setting Up an *iKnow My Class* Survey

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

B Click the **Account** tab to view your classes. Use the **Add Class** button to add additional classes.

C From the **Surveys** tab, click the **Set Up New Survey** button for the desired class.

English Composition (Period 3) [+ Set Up New Survey]

D Choose the appropriate survey from the drop-down menu. Click on the start date and end date in the appropriate calendars. Click **Save**.

Note: The survey duration cannot be longer than two weeks.
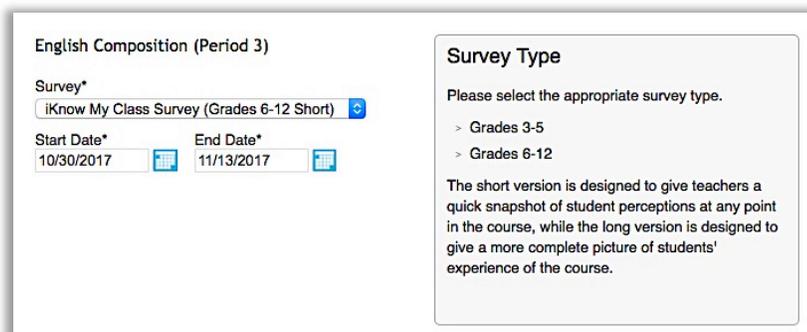
English Composition (Period 3)

Survey*
iKnow My Class Survey (Grades 6-12 Short)

Start Date*   End Date*
10/30/2017   11/13/2017

Survey Type

Please select the appropriate survey type.

> Grades 3-5
> Grades 6-12

The short version is designed to give teachers a quick snapshot of student perceptions at any point in the course, while the long version is designed to give a more complete picture of students' experience of the course.

E The survey will now appear under the appropriate class. Click **Administer** for that survey.

F To add custom questions to that survey, click the **Questions** tab and then the **Add Question** button. Follow the instructions to add up to 3 questions. Remember to hit **Save** for each question.

G Click the **Access Codes** tab and then the **Generate Access Codes** button. Enter the number of students in this class and click the **Generate** button. Since the survey is anonymous, each student uses a unique code and can choose to take the survey in Spanish or English. The codes will appear in a table, and the **Print and Cut View** can be used to distribute one code and the survey link to each student.

STEP 3 ▸ Viewing Survey Results

A Log in to your account at Surveys.QuagliaInstitute.org/login.
Your account will open to the **Surveys** page where all scheduled surveys will appear.

B Once at least three students have completed a survey, click **View Results** to see the various report options.
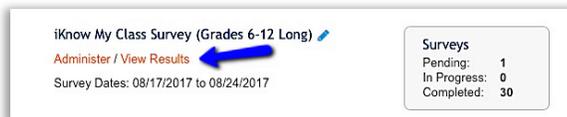
C You may use the **Questions** tab to view bar graphs of results by individual questions, or you may use the **Reports** tab to access PDF, Questions Report, Excel, and CSV versions of the results.

D If desired, use the **Demographics Filter** to filter results based on specific demographics such as gender, grade level, whether it is the students' first year at the school, 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 Support@QuagliaInstitute.org.*