

## SEL Survey Proctor Quick Sheet Grades 3-12

### *Your Role as Proctor*

You can help your school gain high-quality data by setting a positive tone with students. Please take care to create an environment that makes students feel safe while they complete the survey. We encourage you to give your students space while they are working. You can help students if there are words or questions that they don't understand.

### *Proctor Instructions*

1. Seat students so they have enough space between them to feel confident that other students won't see their responses.
2. Have students locate the Panorama shortcut on their desktop (image at right) and/or write the following URL [surveys.panoramaed.com/desmoines](https://surveys.panoramaed.com/desmoines) on the board.
  - I. The shortcut can be downloaded from the Software Center or from the Company Portal (new computers) if it is not on the student's device.
3. The student access code is the student's 6-digit school ID number.
4. Read the script below to help students access their survey.



### ***Proctor Script***

#### **Use the language below to guide students through survey-taking**

Today, you are being asked to reflect on yourself and our school. To do this, you'll be asked to fill out a survey that focuses on helping you and your teachers learn more about how they can best support you. This survey will ask about your skills in life and in school, which are important for your school and teachers to understand so they can best support you in all aspects of school. Please listen carefully while I give you some important directions. The information collected in the survey will not be part of your grade or reflected on your report card in any way. Instead, you, your teachers and school leaders will use the information to better support you. So, please answer honestly.

Please raise your hand if you need any help, or if you have any questions. Because you are sharing your own thoughts and there are no right or wrong answers, I cannot provide you with responses to the questions. However, I can help you with any words or directions you don't understand. Are there any questions?

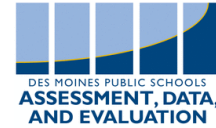
*(Answer student questions.)*

To access the survey, please click on the Panorama shortcut or type the website address on the board (point to URL) into your address bar and load the page. Raise your hand if your page does not load and you need help finding the website. You will see a box on the page that asks you to enter an access code. Type your student ID into the box and click "Enter". Once you have entered your access code, you will see a green button on the right side of the screen labeled "Start."

*(Help any struggling students enter their access codes.)*

Please click "Start the survey" button next to your name and complete that survey. [If you prefer to take the survey in Spanish, you can select that option in the box in the top left of the page.]

- **Answer the questions in the first section and then click the blue button at the bottom of the screen that says, "Submit."**
- **You'll then see the second section of the survey to complete. When you see a final "Thank you" screen, it means you are done.**
  - Once you have completed your survey, you may read or work silently until all of your classmates have finished.



## Sample Surveys

[Grades 3-5 Competencies](#)

[Grades 3-5 Supports & Environment](#)

[Grades 6-12 Competencies](#)

[Grades 6-12 Supports & Environment](#)

## *Frequently Asked Questions*

### **What if a student can't access his or her survey?**

1. Double check to confirm that the access code they enter matches their student ID or the access code provided for that student.
2. Check the completion dashboard in Tableau to verify that the student has a survey to complete. Students who are not in the report do not have a survey to complete. Panorama will not be able to generate a survey specific to the student once the survey launches. A generic survey can be provided to the student by reaching out to [Jeffery Panek](#) at Assessment and Data.

### **If a student enters his or her access code, and the browser freezes or crashes before the student can submit the survey, what should I do?**

Please help the student close and re-open the web browser and access the survey website again. The survey is not recorded until "Submit" is pressed. Browser history and cookies may also cause issues with the Panorama Survey. [Clear the devices' cookies and browsing](#) history and reattempt to access the survey.

### **If a student accidentally submits the survey before he or she is finished, what should I do?**

Please contact the support team at [support+desmoines@panoramaed.com](mailto:support+desmoines@panoramaed.com) with the student's name and the access code that the student used to submit a partial survey. The team will be able to reset the responses so the student can re-do the survey in its entirety.