



SEL Survey Proctor Quick Sheet

Grades K-2

Survey Completion

1. Proctors will receive an email from Panorama Education during the survey window.
 - a. Panorama's email should come through to your inbox but you may need to check your 'Other' folder.
2. A link will be provided in the email that will connect each teacher to their students' surveys.
3. Teachers will complete the survey for each student.
 - a. These are teacher perceptions of the student in grades K-2.
4. Surveys will be brief – 3 questions per student.
5. See the example text below of the email from Panorama Education

Sample Email:

Dear Teacher,

As you know, Des Moines believes that student success goes beyond academic test scores. To that end, thank you for participating in this project that aims to measure and better understand students' social-emotional competencies.

This email contains a link to a list of short surveys that allow you to reflect on your students' social-emotional learning competencies. The results of the surveys will have no bearing on students' grades or on teacher evaluations; rather, they will be used to help your school strive for continuous improvement in supporting students.

To access your survey, please go to the following link, which is unique to you.

Your Survey Link

Once you click into your link, you will find a list of surveys about some of your students. If you are asked about a student with whom you do not work, please leave the rating fields blank and click "Submit" to move on to the next student.

The survey time will vary depending on the number of students assigned to you, but each individual survey should take less than 5 minutes. Please note that the survey window will close on **[Date]** and anyone who has not yet completed the survey will receive periodic reminders via email during that time.

We (Panorama Education) are managing this process to ensure security.

Thank you for your participation! Please contact us directly at
support+desmoines@panoramaed.com (<mailto:support%2Bdesmoines@panoramaed.com>)

if you have any questions or need technical support.

Warmly,
Panorama Education

