

Prior to the Survey

- Obtain student state ID numbers to disperse to students during the survey. This will be their access code.

STUDENT TESTING TICKET	
Student:	PANEK, JEFFERY
Student ID:	1234567890
Session:	LA GRADE 06
Date of Birth:	05/15/2011
Test:	Spring 2023 Gr 06 Language/Writing
<p>You are authorized to take the electronic version of this test. You will be asked to provide the following information in order to access the test on the device. Please wait for the instructions from the test monitor before proceeding.</p> <p>Select Iowa in the application.</p> <p>Username: 7767864614 Password: 2bc464</p> <p>Student Signature: _____</p>	

Student state IDs can be found on any of the student test tickets at the top of the ticket.

Day of Survey, Prior to Administration

- Verify your class list of students whose parents have opted them out of the Survey.
- Determine what alternate activities will be available for those students and provide them with instructions for engaging in those activities.
- Please ensure that the technology used to administer the Survey is plugged into a power source or fully charged.** If a computer loses power during the Survey, students should begin their survey again as a response will not have been recorded.
- Make sure all students can access the Survey. If the Survey fails to load, check your internet connection. Every computer must be connected to the Internet in order for the Survey to work.
- If students receive the screen below, please help with entering their state student ID correctly.

Students who enrolled in the district on or after about March 20, 2024 will not have a survey and will not participate in the survey. See [this Q&A](#) for more information.

During the Survey

- Write the following URL on the board: surveys.panoramaed.com/ia
- Ask students to visit the site.
- Once all students have reached that site, please have them enter their **10-digit state student ID**.
- For students in grades 3-5: (Survey must be read to students)**
 - Begin the read aloud of the survey, beginning with the [instructions](#) (this link also contains the survey). A Spanish version of the survey is available [here](#).
- For students in grades 6-12: (Survey can be read to students)**
 - Read aloud the [opening instructions](#) to them (this link also contains the survey). A Spanish version of the survey is available [here](#).
- Answer technology questions, if they arise.
- Monitor carefully so students don't observe other student's responses.
- Students should complete the survey on their own. If they need help with words or phrases, you are welcome to help them understand the questions.
- Do not walk around the room or near the students. It is important for students to feel that all of their answers are completely confidential.
- If you notice any students who seem distressed by the Survey, notify the school counselor after the class period is over. Be sure to maintain the student's confidentiality.
- If students need to quit the Survey before finishing, ask them to close the browser window.
- Once students submit the Survey, they will not be able to go back and answer questions. They will receive a notice that the Survey was successfully submitted on a Thank You screen.