Administrative User Guide
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The Pennsylvania Department of Education Office for Safe Schools (PDEOSS) is conducting a full release of its online school climate surveys.

The online climate surveys available are:
1. Student Surveys:
   a. Grades Elementary School
   b. Grades Middle School
   c. Grades High School
2. Parent Survey
3. Staff Survey
4. Community Survey

The system does not have a survey window which equates to ease of planning and administration. These surveys will be made available throughout the year.

All surveys are available in Spanish as well as English.

Upon completion of the survey process, schools will be able to obtain their data for analysis and planning. All data is the sole property of the school and individual school data will not be viewed or used by PDEOSS. PDE may use aggregated statewide and regional survey data to identify trends, to evaluate PDE programs or to inform technical assistance strategies.

Upon completion of the survey process, participating schools will be required to complete and submit a survey administration feedback form to PDEOSS for review and analysis.
LEA Survey Management

Create, copy, edit, and delete surveys and generate handout brochures

After logging into the site with the provided LEA Administration account, the administrative user (admin) may select the menu item from the top right of the screen named “LEA Administration” as shown below. This screen will enable the admin to create, copy, edit, and delete surveys as well as generate survey brochures which include the needed invitation code so that users can access the survey for completion. The admin will also be able to generate real-time reports based on all data collected to the point of generation.
LEA Survey Management

Options available to the administer account include:

- Add new Survey
  - Create a new survey from scratch
- Edit
  - Allows the end user the ability to add, remove or reorder custom question
- Copy
  - The LEA administrator can re-issue an exact copy of a previous survey by clicking the copy link
- Invite Brochure
  - Gives the end user the ability to generate a printable page in order to hand out to the intended audience. Includes the needed invite code in order for the respondents to register or link to the survey
- View Reports
  - View current report metrics collect as of now; real time statistics
- Delete
  - Removes the survey and all associated data.
**Add Survey**

This option provides the admin the ability to create a new survey from scratch as depicted below.
Adding Questions to the Survey

The Admin may add additional questions to the surveys which are chosen from a predefined question bank. The questions are separated into a category selection which filters the left list. This left list only displays those questions for the category that are not yet selected. The right list displays the order and those questions already selected for the survey.

The admin user may move questions to the survey or remove them using the horizontal arrow buttons. The user may also reorder the question in the right list using the vertical arrow buttons.
Edit

Clicking the edit button opens the to the add/edit survey window; with additional questions entry screen as explained in the add function.

Copy

Clicking the copy function opens the first part of the add function window, disabling the question “What type of Survey?”. The remaining two questions are available for entry. The time period is validated and will not allow duplications.

When the user clicks “Save and View Additional Question Sets”, the user is directed to the add/edit survey; additional questions entry screen. This screen is already set to those values found in the originating or copied survey.

Invite Brochure

Clicking this link will open a virtual window containing the printable invite brochure listing brief instructions for the user to access the survey as well as the Invite Code for the corresponds to the survey.

While this brochure is a useful tool, it is recommended that schools attach a cover letter or implement other communication strategies for educating staff, parents and community partners about the importance of participating in the survey and how results will be used to improve school climate.
An example of a portion of a completed survey is depicted below.
View Reports

This selection presents the user with options for viewing survey data. Users must select the format of the report, as well as indicate how they would like to have the data sorted.

It is recommended that schools begin by printing a "summary report" of their student data without sorting. This will provide a summary of overall scores for all domains and demographic groups, including parent, staff and community surveys. These reports allow educators to identify areas of relative weakness (red) and relative strength (green), which may require further attention.
Summary Report:

Two other reports are available for supporting a deeper dive into the data. The “detail report” allows for examination of aggregate responses to specific survey questions. The “domain report” provides a visual representation of how different demographic groups scored on each domain.
### TABLE 1

<table>
<thead>
<tr>
<th>Agreeable to: (GREEN) 3.4 and above</th>
<th>Contradiction to: (Red) 3.5 and below</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Total Average School Climate Score</td>
<td>3.59</td>
</tr>
<tr>
<td>b. Social Emotional Learning Average Domain Score</td>
<td>2.33</td>
</tr>
<tr>
<td>c. Student Support Average Domain Score</td>
<td>2.78</td>
</tr>
<tr>
<td>d. High Expectations/Academic/Challenge Average Domain Score</td>
<td>2.84</td>
</tr>
<tr>
<td>e. Safe School Climate Average Domain Score</td>
<td>2.85</td>
</tr>
</tbody>
</table>

#### Question
- **Rank how safe you believe your high school is because of the school police officer.**

<table>
<thead>
<tr>
<th>Question</th>
<th>Results</th>
</tr>
</thead>
<tbody>
<tr>
<td>My school is just as safe as before the police/SRO came to our school</td>
<td>7</td>
</tr>
<tr>
<td>My school is somewhat safer than before the police/SRO came to our school</td>
<td>1</td>
</tr>
<tr>
<td>My school is much safer than before the police/SRO came to our school</td>
<td>0</td>
</tr>
</tbody>
</table>

**Think about your class schedule on Monday this week. Which one of the following classes did you have closest to lunch but before lunch?**

<table>
<thead>
<tr>
<th>Subject</th>
<th>Results</th>
</tr>
</thead>
<tbody>
<tr>
<td>English/Language Arts</td>
<td>40</td>
</tr>
<tr>
<td>Foreign Language</td>
<td>28</td>
</tr>
<tr>
<td>Mathematics</td>
<td>44</td>
</tr>
<tr>
<td>Science</td>
<td>50</td>
</tr>
<tr>
<td>Social Studies</td>
<td>23</td>
</tr>
<tr>
<td>Not Applicable</td>
<td>10.5%</td>
</tr>
</tbody>
</table>

#### Question
- **We have a police officer/school resource officer (SRO) in our school:**

<table>
<thead>
<tr>
<th>Results</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>3.8</td>
</tr>
<tr>
<td>No</td>
<td>18.3</td>
</tr>
<tr>
<td>Not Applicable</td>
<td>85.7%</td>
</tr>
</tbody>
</table>

**The school police officer/school resource officer helps to make our school a safer place.**

<table>
<thead>
<tr>
<th>Results</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>4</td>
</tr>
<tr>
<td>No</td>
<td>10.2</td>
</tr>
<tr>
<td>Not Applicable</td>
<td>50.2%</td>
</tr>
</tbody>
</table>
Domain Report:

Student High Domain Summary Report
Date of Survey: 2016-10-17 To 2016-11-19
Report Level: Data for LEA - DEMONSTRATION SCHOOL
Total Number of Respondents: 211 Filtered Count: 211

All Domains; 52 Questions - Note: When comparing numbers in the detail report, use the following calculation: 
   Total Questions Answered (Set 1): 43 Questions
   Total Questions Answered (Set 2): 6 Questions
   Total Questions Answered (Set 3): 3 Questions

Strongly Disagree (SD): 1418 13.2%
Disagree (D): 2528 23.5%
Agree (A): 3483 32.4%
Strongly Agree (SA): 1265 11.8%
Never (N): 275 2.6%
1 to 2 times (1T2): 326 3%
3 to 4 times (1T4): 306 2.8%
5 or more times (SM): 542 5%

Not Safe (NS): 62 0.6%
Somewhat Safe (SS): 70 0.7%
Mostly Safe (MS): 217 2%
Very Safe (VS): 272 2.5%

Total Questions Answered - Gender: 52 Questions

Male (M): 5772 53.6%
Female (F): 1592 46.4%

Strongly Disagree (SD): 866 18.6%
Disagree (D): 1272 27.3%
Agree (A): 1810 38.8%
Strongly Agree (SA): 714 15.3%

Student High Domain Summary Report - Page 1
Printing Survey Forms

Blank printable copies of the survey forms may be made for distribution by clicking on the menu item as depicted below.

When this selection is made, a pop-up window will display the blank form for printing as shown below.
LEA Classroom or Paper Entry User Management

In the scenario where survey respondents are unable to access a computer outside of school, you now have the ability to utilize an LEA managed account that LEA Administrators can create. This account will also allow multiple entries of the web-based form in the setting of a proctored classroom.

The LEA Administrator can add one or more of these users by clicking the hyperlink noted below in the LEA Administration screen:
The screen below allows you to edit/manage existing users, delete existing users, add new users, or log on as the selected user. You can also utilize the assigned username and password to log on as the user as well. Please note, the delete function below will delete all data associated and collected by the user. This could result in survey data being purged from the system; use with caution. Here are the hyperlink actions circled in red below:

Upon clicking the “Add New User” link the LEA administrator will be presented with a user creation page as illustrated below. Please note, the email and username must be unique within the system.
The LEA administrator can also access the manage/edit function as shown below. This function will allow the LEA Administrator to change user profile specifics, unlock users who have too many incorrect log on attempts, as well as reset user passwords.
LEA Classroom or Paper Entry User Navigation

Upon logging into the site, you can then select the menu item named “Climate Survey”. All entry and navigation is exactly the same as what was previously covered in the guide section named “Survey Entry” as previously covered. The primary differences between this special case user and a standard climate entry user are:

- You can enter unlimited surveys under this account as opposed to only one entry with a standard survey respondent.
- You do not need to enter any invite codes as all open and available surveys within your LEA will be shown on the navigation screen as shown below.
- Multiple surveys can be entered simultaneously as in a proctored classroom setting.
- This account can be used on multiple computers at the same time.
- This account can be used to “fat finger” all paper based collection into the online system. Please note that the online forms have specific form item validation that is not present on paper based forms. This can lead to errors or missing answers when attempting to translate paper based forms to online surveys.
How an anonymous survey entry user will access the surveys

Anonymous entry user can access surveys in this way

Anonymous users will find a location on the homepage of the site to enter an invite code, shown below, this survey code is created by you the LEA user as part of the adding new surveys. That adding function was explained earlier in this document. This code will direct the users to the survey for entry. There is built in validation to keep each computers browser from entering more than one survey. The exception to this unique rule is the parent survey, whereas a parent could have multiple schools attending an LEA concurrently.

The user will then be prompted to enter the entire survey and click the save button at the bottom of the form. If there are any errors, a message will be displayed as depicted below. The user has the ability to hide all error balloons by clicking the hide error button found at the top left side of the screen.