



Administering Technical Details

Planning the logistics of Survey administration

The surveys can be accessed on any digital device and typically take about 20-30 minutes to complete. They are designed to investigate singular classroom experiences from both teacher and student perspectives. If students are participating, you might need parental consent, depending on your state and district rules. If it's helpful, we can provide a parental consent form template.

It's critical to communicate to both the student and teacher participant groups your reasons for why they are taking the surveys, even if the reasons may be different for each. It might be helpful to connect the purpose to what you are hoping to accomplish with the data, or tie the surveys into a broader set of strategic goals or initiatives. Messaging around this for students might emphasize the importance of student voice and perspective to improving their classroom experiences.

Receiving and distributing Survey links

Administration of the Teacher Survey is a relatively simple process. On the day of your open date, each registered teacher will receive via email a unique survey link to complete the survey on their own time, in multiple sessions if necessary. The *sender email address* is noreply@surveys.leapinnovations.org, and the *Subject Title* will read *Your LEAP PL Teacher Survey Link*.

Administration logistics for the Student Survey can be slightly more complex, since no identifiable student information (e.g., names, emails, or IDs) is collected from students. To facilitate student participation, each school contact (specified during registration) will receive via email a single reusable link to the Student Survey from noreply@surveys.leapinnovations.org to circulate with teachers of participating classrooms no matter the instructional level. This link can be provided to participating students in any way that is convenient. Students in participating classrooms will select the last name of the relevant instructor or the name of the relevant classroom (whichever was specified during registration) from a dropdown to then respond about as they complete the surveys. Students will also select their grade, which directs them to a grade-appropriate version of the Surveys, either 3rd, 4-8th, or 9-12th.

Announcing survey period

Communicating the following details about the Surveys process to teacher participants—with key dates included whenever applicable—will help participation.

1. Expect an email with a link to the survey from noreply@surveys.leapinnovations.org

2. Instructions on when and how you'd like them to take the survey (e.g., everyone taking it on one day as a group, take it individually on your own time, etc.)
3. Identification from whom they should expect the single Student Survey link to share with students
4. Instructions on when and how you'd like them to have students take the survey (e.g., carve out 15-20 min for your class to take it, have students take it during a specific part of the day, etc.)
5. The final day that the Surveys will be available to complete

It is also critical to ensure both teachers and students understand that the Surveys are not an evaluative assessment. **The Surveys should never be used punitively against teachers, and students should not be concerned about getting a teacher in trouble based on how they respond about that particular teacher.** Communicating both of these things as clearly as possible will ensure you get the most honest, accurate results.

Monitor completion rates

Survey completion rates will be shared on a weekly basis with school/district leaders. Reviewing teacher response rates and student response counts will help you encourage participation as necessary. In accordance with our [Data Policy](#), the completion status and specific names of teachers will not be provided.