

## 2016 Student Perception Survey Scheduling Helper Instructions

Survey Coordinators may use the Survey Scheduling Helper tool located in the *Advance* Web Application (AWA) to assist with survey administration. To sign into the AWA under the Survey Coordinator user role, your principal must first assign you to this role using the “**Manage User Roles & Access**” tool. For guidance on how to assign someone a role in the AWA, principals can reference the [2015-16 Advance Web Application Support Guide](#).

**Please note that while the Survey Scheduling Helper is located in the AWA, the 2016 Student Perception Survey is not being administered as a part of *Advance*. Results from the survey will be used for formative purposes only, i.e. to guide practice.**

1. Log into *Advance*. You should see your role listed as Survey Coordinator and your school. Click confirm and proceed into *Advance*.

The screenshot shows the 'Role and Location' configuration screen in the Advance Web Application. At the top left is the NYC Department of Education logo, and at the top right is the Advance logo with the text 'Welcome, CMSUSER3 TEMPID | Sign Out'. The main heading is 'Role and Location' with a help icon. Below this is the instruction: 'Before we get started, we need a bit more information from you...'. There are two sections: 'Your User Role' and 'Your School'. Under 'Your User Role', it says 'You have been assigned multiple user roles within this system. Please select your desired role for this session.' and shows a radio button selected for 'Survey Coordinator'. Under 'Your School', it says 'You are associated with more than one school. Please select the school you'll be entering data for today.' and shows a dropdown menu labeled 'Select a School' with the text 'Select a School' inside. At the bottom are 'Cancel' and 'Confirm' buttons.

2. Once in *Advance*, click **Evaluation Tools** in the top header and select **Survey Scheduling Helper**. Please note that you will only see this if your principal has assigned you to the Survey Coordinator role in the AWA.

The screenshot shows the main interface of the Advance Web Application. At the top left is the NYC Department of Education logo, and at the top right is the Advance logo with the text 'Welcome, CMSUSER3 TEMPID | Sign Out'. Below the logo is a navigation bar with 'Advance Home', 'Evaluation Tools', and 'Reports'. The 'Evaluation Tools' menu is open, showing 'Survey Scheduling Helper'. Below the navigation bar is the heading 'Advance Home' and the question 'What would you like to do?'. In the center, there is a green box with the Advance logo and the text 'Web Application Support Guide'. On the right side, there is a user information panel showing 'Role: Survey Coordinator', 'Location: Cascades High School (01M650)', and 'Fiscal Year: 2016', with a link to 'Change Role or Location or Fiscal Year'.

3. Once inside the Survey Scheduling Helper, users should do the following:

- Review the information for each teacher on the screen.
  - ✓ **Number of Surveys in a Pack** - Displays how many survey are included in each pack.
  - ✓ **Course Enrollment** – Displays the number of students enrolled in a course.
  - ✓ **Course Section to be Surveyed** – Displays the course section(s) to be surveyed (automatically defaulted to the third period).
  - ✓ **Change Course Section** – “Edit” option is available for survey coordinators to change the course section to be surveyed.

✓ = Changed Record

Reset All Confirm All Export to Excel

Last Name	First Name	Employee ID	Number of Surveys in a Pack	Course Enrollment	Course Section to be Surveyed	Change Course Section
BBBBBBBBBB	██████	██████	40	34	██████	EDIT
BBBBBBBBBB	██████	██████	40	34	██████	EDIT
BBBBBBBBBB	██████	██████	40	33		EDIT
BBBBBBBBBB	██████	██████	40	34		EDIT
BBBBBBBBBB	██████	██████	40	32		EDIT
BBBBBBBBBB	██████	██████				EDIT
BBBBBBBBBB	██████	██████	40	34		EDIT
BBBBBBBBBB	██████	██████				EDIT

4. If you want to change the course section for a teacher:

- Click edit under Change Course Section.
- You will see a list of all the courses for the selected teacher and can check another course to survey under the Select column.

Grades 6-12 Survey Pack 1: 34

Select	Course Code	Course	Section	Term
<input type="checkbox"/>	NA	NA	0	0
<input checked="" type="checkbox"/>	SPS21	PHYSICS TERM 1	1	1
<input type="checkbox"/>	SPS21	PHYSICS TERM 1	9	1
<input type="checkbox"/>	SPS21QQ9	PHYSICS 9TH GRADE	5	1
<input type="checkbox"/>	SPS21QQ9	PHYSICS 9TH GRADE	7	1
<input type="checkbox"/>	SPS21QQ9	PHYSICS 9TH GRADE	10	1

Grades 6-12 Survey Pack 2: 0

Select	Course Code	Course	Section	Term
<input type="checkbox"/>	NA	NA	0	0
<input type="checkbox"/>	SPS21	PHYSICS TERM 1	1	1
<input type="checkbox"/>	SPS21	PHYSICS TERM 1	9	1
<input type="checkbox"/>	SPS21QQ9	PHYSICS 9TH GRADE	5	1
<input type="checkbox"/>	SPS21QQ9	PHYSICS 9TH GRADE	7	1
<input type="checkbox"/>	SPS21QQ9	PHYSICS 9TH GRADE	10	1

Exempt?

Reset Confirm Cancel