



Student Voice Survey – Check List (for Infinite Campus administered surveys)

District: _____

School Name: _____

Planning the Survey

- └ Determine how many and when survey windows will be scheduled
 - Be mindful of term changes, breaks and the instructional day rules
- └ Determine which educators will participate in each survey window
- └ Communicate survey plans to appropriate staff
- └ Schedule resources for students to take surveys (computers, rooms, proctors, etc.)
- └ Send notification and opt-out waivers to parents
- └ Ensure appropriate personnel sign the Employee Ethics/Confidentiality Agreement
- └ Identify students who do not have permission to participate and ensure staff are informed
- └ Ensure Student Accounts are set up appropriately and Campus Portal is available
- └ Ensure necessary staff have appropriate rights for survey implementation
- └ Ensure staff know how to administer the survey
- └ Ensure students understand survey questions and how to take the survey in Infinite Campus

Scheduling the Survey

- └ Assign Survey Types to Educators
 - └ Schedule Automatic Educator assignment
 - └ Manually assign survey type to educators
- └ Schedule the survey window
 - Allow time between educator assignment and survey start to verify assignments
- └ Verify educator assignments using [Student Voice – Projected Counts](#)
- └ Adjust educator assignments as needed

During the Survey

- └ Monitor survey progress with:
 - [Student Voice – Progress Monitoring](#) and
 - [Student Voice – Educator with List of Students](#)

After the Survey

- └ Verify survey completion with [Student Voice – Progress Monitoring](#)
- └ View results with [Student Voice – Teacher Results](#)

If administering more than one survey, repeat “Scheduling the Survey”, “During the Survey”, and “After the Survey”.



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Helpful documents:

[Student Voice Implementation Guide](#)

[Student Voice Survey – Preparing Campus](#)

[Student Voice Survey – Preparing Student Accounts](#)

[Student Voice Survey – User Groups](#)

[Student Voice Survey – Tool Rights](#)

[Student Voice Survey –Automatic Educator Assignment](#)

[Student Voice Survey – Manual Educator Assignment](#)

[Student Voice Survey – Scheduling a Survey](#)

[Student Voice Survey – Ad Hoc Reports](#)

[Student Voice Survey – Reports](#)

[Student Voice Survey – Where to Get Help](#)

[Student Voice Survey - A Guide for Teachers](#)

[Student Voice Survey – A Guide for Students](#)

[Student Voice Survey – A Guide for Students Presentation](#)