5Essentials

Survey Administration Manual

September 2017

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INTRODUCTION

The 5Essentials is a comprehensive, evidence-based system designed to drive improvement in schools. This system, which includes a diagnostic survey, scoring, reporting, and training, is an x-ray for schools and districts that identifies areas of strength and those in need of support. Equipped with this tool, school leadership will be better positioned to drive improvement efforts.

The 5Essentials Survey for students and teachers is made up of 22 measures and approximately 120 questions. Over 20 years of research conducted by the UChicago Consortium on School Research in Chicago Public Schools found that schools strong on three of the 5Essentials were 10 times more likely to improve student growth in test scores and 30 times less likely to stagnate than similar schools that were weak on these supports. The 5Essentials provides statistically reliable, research-based information that allows stakeholders to drill down into the fine-grained details of school performance and to closely track changes over time.

This administration guide provides information and instructions on how to administer the 5Essentials Survey. Use this manual to help ensure a smooth administration and increase participation from students and teachers. A school must achieve a 50 percent response rate from students and teachers in order to qualify for a 5Essentials Report. Additionally, each school must have a minimum of eight teacher survey respondents and ten student respondents.

In late April 2017, district and school leadership will be emailed invitations to view results on the 5Essentials Survey.

SURVEY VALIDITY, RELIABILITY, AND DATA QUALITY

Over the past two decades, the 5Essentials Survey has been refined repeatedly to ensure accurate measurement and reflect changing practices in schools. The surveys have been administered to students and teachers in Chicago since 1994 (13 total administrations as of spring 2015). After each administration, the survey measures reported to schools are evaluated for consistency, reliability and item fit, and data quality. UChicago Consortium employs a psychometrician, a survey methodologist, and quantitative social scientists to conduct these annual evaluations of the survey.

A construct, called a 'measure' on the survey report, is a group of questions measuring the same concept. Each construct that is reported to schools (e.g., Teacher-Parent Trust) is measured through responses to a number of survey questions. To understand reliability and validity of each construct, each question that is part of the construct is evaluated on a number of dimensions. First, analysts examine whether people have responded to the question in ways that make sense—checking that there does not seem to have been confusion about what the question was asking and that the question captures the underlying concept it is supposed to be measuring. Second, the question should also be able to differentiate respondents who feel differently about the construct, which would lead respondents to answer the question in systematically different ways. Finally, the group of questions that are used to create the construct should combine to produce a score that accurately measures this construct in the same way across all individuals and schools (i.e., the combination of the survey questions should provide a reliable measurement of the construct). The score should be able to differentiate among individuals and among schools, showing which have higher or lower levels on that construct. Individual questions (items) or constructs (measures) that do not meet these criteria for fit or reliability are modified or discarded. Separate analyses are performed for schools serving different grade levels to ensure that the questions are appropriate for different types of

schools. Measures of each construct are included only if they are sufficiently reliable at the individual and school level, meaning they can reliably differentiate between people and schools.

In addition to analyzing the questions that comprise the survey, the survey staff also examines individual responses and school aggregate responses for evidence of misreporting. Individuals who report in ways that are inconsistent, incomplete, or questionable are either removed or down weighted in school averages, depending on the nature and extent of the problem. Schools with very low response rates or with respondent numbers that exceed school populations and staffing levels do not receive survey reports.

The original validation of the 5Essentials Survey was based on a 10-year study that used multiple years of survey data to show how the essential supports together were related to improvements in elementary schools in Chicago. This study culminated in the widely cited book, *Organizing Schools for Improvement*. This large-scale study examined the ways in which combinations of essential supports led to different levels of improvement for different student outcomes. A key finding from this study was that schools strong on at least three of the 5Essentials were 10 times more likely to improve student growth in test scores and 30 times less likely to stagnate than similar schools that were weak on these supports. They were also more likely to improve attendance. While different levels of the essentials were needed for improvement in different neighborhood contexts, the 5Essentials were related to school improvement for all types of schools.

As part of the continuing evaluation of survey content, researchers annually examine the degree to which each of the measures in the survey has been shown through research to predict student outcomes and school improvement (i.e., predictive validity) in a way that is unique from other measures on the survey. Those measures that have shown the strongest relationships to student outcomes are retained. This ongoing work helps us support our understanding of how combinations of measures (i.e., essentials) relate to important student outcomes in different contexts.

In addition, each year, the content of the survey is evaluated to see whether the concepts that are being measured are still meaningful given current practice. Researchers and practitioners also discuss whether new concepts should be included in the survey to account for changes in educational practice or new research evidence about school improvement. When the decision is made to add new concepts to the survey, the questions go through an extensive evaluation process. They are piloted with small groups of students or teachers, who also report verbally on how they interpreted each question. They are evaluated for reliability with large samples, and then they are re-evaluated for reliability and fit after the survey is administered.

PREPARING FOR SURVEY ADMINISTRATION

Before survey administration begins, it is recommended that school leaders and staff engage in conversations about the purpose of prompting feedback from stakeholders and the impact the results could have on decisions related to school improvement. From these conversations, staff will emerge as ambassadors of the survey process. These staff members will play key roles throughout the survey process, ensuring that their colleagues are informed about the importance of the survey and encourage participation. These staff along with members of the school leadership team should work together to develop an administration strategy, communication plan, and timeline for each survey. *Note that while all surveys are conducted online, all students and teachers should be given the opportunity to participate using school computer equipment.*

DESIGNATE A SURVEY COORDINATOR

It is important to identify an individual to coordinate the logistics of the survey administration and act as the liaison to UChicago Impact; depending on school size, multiple individuals or a team of individuals may be needed. The individual(s) who fulfills these responsibilities is the school's survey coordinator. It is recommended that individuals without instructional responsibilities fulfill this role (e.g., assistant principal, technology coordinator).

Principals who have not selected a survey coordinator can use the "Manage Admin Users" button in the survey administration dashboard (see Appendix D) to create an administrator account for the designated survey coordinator.

SURVEY ADMINISTRATION DASHBOARD
(survey.5-essentials.org/florida/home)

The survey administration dashboard is used by district administrators, principals, and survey coordinators to view roster information as well as response rates for their district or school. An email will be sent from impact-surveys@uchicago.edu to district administrators, principals, and survey coordinators notifying them that a survey administration account has been created for them. This email contains a link to create a password; after a password has been created, account holders can access the survey administration dashboard. All administrators and survey coordinators who receive a 5Essentials Survey administrator account notification must follow the prompt to create a password in order to access their schools' response rate information, regardless of whether they had an account in a prior survey year.

RESPONSE RATES

Weekly response rate updates will be sent electronically to district administrators, principals, and survey coordinators to report progress during the survey administration window. All response rate reports will show the percentage of students and teachers that have completed the survey. These reports will not identify individual respondents. However, the roster section of the survey administration dashboard allows admin users to view started and submitted times for student respondents only. The minimum reporting threshold for students and teachers is 50 percent. This means that a 5Essentials Report will be generated if a school achieves a 50 percent response rate for students and/or a 50 percent response rate for teachers. Additionally, at least eight teacher and 10 student responses must be submitted in order for the respective data to be generated.

Please Note: Surveys completed using the provisional method are not included in the weekly response rate updates. Provisional surveys are reconciled after the survey window closes which may result in changes to the response rates. Final response rates will be included in survey reports.

STRATEGIES FOR INCREASING RESPONSE RATES

While there is no one way to administer the 5Essentials Surveys, listed below are some strategies used in prior 5Essentials implementations.

For the Teacher Survey:

- Share information and schedule time for participation during staff meetings or professional development sessions
- Establish expectations for participation
- Determine a goal window for completion
- Enlist survey advocates/ambassadors (e.g., lead teachers)

For the Student Survey:

- Have student IDs readily available for login
- Create a school-wide survey schedule
- Build into common structures or advisories
- Rotate classes into computer lab
- Use a laptop cart to do whole-class administration, one classroom at a time

For the Parent Survey:

- Publicize the survey in school and district newsletters
- Encourage parents to complete the survey on their smart device
- Work with your school's PTA and other parent involvement organizations
- Utilize computer lab during pick up/drop off times
- Make the survey available during extracurricular events and parent-teacher conferences
- Make a computer available in the main office for parent participation

GENERAL SURVEY INFORMATION

The 5Essentials Survey is administered online. No paper copies of the survey will be provided. Survey administration dates will not be extended; therefore, survey participants must complete the survey within the administration window. Schools may elect to schedule a period of time during the administration window to complete the survey to work around testing, field trips, and other commitments. The student and teacher surveys take approximately 30 minutes to complete, while the parent survey takes about 10 minutes to complete. Participants should be allotted sufficient time for survey completion.

Survey URL: https://survey.5-essentials.org/florida

SURVEY TECHNICAL REQUIREMENTS

SUPPORTED BROWSERS

In order to access the 5Essentials Surveys, participants should use:

- Mozilla Firefox, v4 or newer
- Internet Explorer, v7 or newer
- Google Chrome, any version
- Safari, v5 or newer

For a smooth survey administration, please ask your IT services personnel to:
A. *Confirm your web browsers are updated.*
B. *Ensure your district or school firewalls/network security will allow access to the survey link. (https://survey.5-essentials.org/florida)*

SUPPORTED DEVICES
- PC or laptop
- Tablet or smartphone

CONTACT/SUPPORT

If you have any questions concerning the administration of the 5Essentials Survey, please contact 5Essentials Client Services toll-free at **1-866-440-1874** or via email at impact-surveys@uchicago.edu. Online resources are also available to assist schools during the survey administration. Help articles can be found by topic by visiting https://help.5-essentials.org.

SURVEY COMPONENTS

5ESSENTIALS STUDENT SURVEY

The 5Essentials Student Survey is to be completed by students in grades 4 through 12. The student survey is available in English and Spanish. Students with disabilities should be provided with necessary accommodations, such as having the survey read aloud or given extra time as needed. Any accommodations made for a student must protect the confidentiality of the student's responses.

Students will be required to enter their student ID and birthdate as provided on the school roster to access the survey. Visit https://survey.5-essentials.org/florida/roster/schools/ to select your school and view your school roster.

5ESSENTIALS TEACHER SURVEY

The 5Essentials Teacher Survey is to be completed by certified teachers whose primary responsibility involves teaching students for the majority of the school day and year.

Individuals in the following positions are encouraged to participate:

- Self-contained and subject-specific classroom teachers
- Instructional coaches and subject matter specialists
- Teacher aides, paraprofessionals
- Special education teachers working in a single classroom or across classrooms
- Counselors, librarians, social workers, or other staff members who teach students

The following positions are ineligible to participate in the survey:

- Assistant principals
- Principals
- Student teachers
- Substitute teachers
- Tutors

PARENT SURVEY

The parent survey is to be completed by parents, guardians, and other caregivers with a child in grades prekindergarten through 12. The parent survey is available in English, Spanish, and Haitian Creole, and takes approximately 10 minutes to complete. Parents will be asked to indicate the number of children enrolled in the school. Parents with children enrolled in multiple schools may participate in the survey for each school. If a parent has more than one child at a school site, they may complete one survey per child. Only one parent per household is expected to participate in the survey.

SURVEY ADMINSTRATION

PRE-SURVEY ADMINISTRATION

SURVEY NOTIFICATION LETTERS

A communication kit has been assembled to provide each school with modifiable letters to inform teachers and parents about the 5Essentials Survey. The kit includes survey announcement, parent invitation, and reminder letters.

PARENTAL CONSENT

Depending on your district's or authorizer's policy, parents may need to be notified in writing about the administration of the 5Essentials Survey. The parent notification letter informs parents of the purpose of the 5Essentials Survey and its administration dates, but also allows them a reasonable opportunity to review the survey questions and decline their child's participation in the survey. The parent notification letter may be found in the communication kit. The 5Essentials Survey acknowledges passive parent consent. Passive consent assumes that the parent or guardian has consented to their child's participation in the survey, unless some action is taken. Principals and/or survey coordinators are required to maintain a list of "opt out" students and notify their teachers prior to administering the survey to students.

STUDENT SURVEY ADMINISTRATION

Students are required to enter their student ID and birthdate to log into the survey. Student rosters may be exported from the dashboard into an Excel spreadsheet. It can be helpful to print and have these rosters available when administering the survey, in case that the student ID is not commonly known. The student survey takes approximately 30 minutes to complete. All surveys should be completed in one sitting if possible. Surveys cannot be retrieved once submitted. For this reason, please encourage students to take their time when responding to the survey. Students may skip any questions they do not wish to answer.

Please do not interpret any part of the survey for students.

To complete the student survey, please instruct students to:
- Visit https://survey.5-essentials.org/florida and select Student Survey.
- Enter student ID as well as their birthdate.
- Select the necessary language to complete the survey (English or Spanish).
- Answer all applicable questions.
- Click **Submit Survey**.

STUDENT SURVEY VERSIONS

Some questions will differ for students based on class and/or grade level. However, all students will be asked questions about their English/reading/literature, math, and science classes.

Please go to Appendix A to view a sample of the Student Survey Login page.

TEACHER SURVEY ADMINISTRATION

Teachers will receive email invitations the morning the survey window opens. Invitations will include login instructions for accessing the survey. Teachers may skip questions they do not wish to answer and change survey responses; however, surveys cannot be retrieved once submitted. For this reason, please encourage teachers to take their time when responding to the survey. The teacher survey may also be completed outside of the school if desired.

Please do not interpret any part of the survey for teachers.

To complete the teacher survey, please instruct teachers to:
- Visit https://survey.5-essentials.org/florida and select Teacher Survey.
- Enter login ID and passcode.
- Advance to survey questions.
- Answer all applicable questions.
- Click **Submit Survey**.

Please go to Appendix B to view a sample of the Teacher Survey Login page.

PARENT SURVEY ADMINISTRATION

The parent survey takes approximately 10 minutes to complete. All surveys must be completed in one sitting.

Parents may skip any questions they do not wish to answer. Surveys cannot be retrieved once submitted. For this reason, please encourage parents to take their time when responding to the survey.

Parents are encouraged to organize by using their local PTA, public library, or other available avenues to participate in the survey.

To complete the parent survey, please instruct parents to:

- Visit https://survey.5-essentials.org/florida and select Parent Survey.
- Select the necessary language to complete the survey (English, Spanish, or Haitian Creole).
- Enter requested demographic information.
- Advance to survey questions.
- Answer all applicable questions.
- Click **Submit Survey**.

Please go to Appendix C to view a sample of the Parent Survey Login page.

PROVISIONAL SURVEYS

The Survey Administration Tool allows students and teachers who are not represented in the core roster data to complete provisional surveys. Ideally, a student would be enrolled at least one month at your school before asking the student to complete the 5Essentials Survey about your school. The use of the provisional survey submission for teachers is discouraged, especially for anyone who is not listed on the teacher roster. Any additions to the student and teacher roster must be pre-approved and the individual(s) must meet the criteria for survey participation. To review eligibility requirements for survey participation, please see General Information section above. To review the online roster for your school, visit: https://survey.5-essentials.org/florida/roster/schools.

Provisional surveys include the same content as the surveys accessed through the traditional login process. The criterion for provisional login differs by respondent type but includes common elements such as school, grade, and employment/enrollment date. The provisional login also requires the respondent to identify the reason for the alternate login from a menu of responses.

APPENDIX A: SAMPLE STUDENT LOGIN PAGE

5Essentials
School Surveys

Home | Help | Contact Us | Logout waltonc

Login

*Required fields

*Student ID:

*Birth date:

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Login

Can't log in? Click here to take the provisional survey.

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APPENDIX B: SAMPLE TEACHER LOGIN PAGE

APPENDIX C: SAMPLE PARENT LOGIN PAGE

APPENDIX D: SURVEY ADMINISTRATION DASHBOARD