



## **NZCER Me and My School survey**

### **Reference Guide for Online Administration (Administrator)**

#### **Introduction**

When schools register for the online component of the Me and My School survey they must nominate a staff member to act as the school's survey administrator. This person is able to log into the NZCER survey website (<http://www.nzcersurvey.org.nz>) and control how the survey is used within the school.

As the survey administrator they can:

- manage the administrator account details
- create a password for each class
- turn the survey on or off for particular classes
- access an online demonstration of the survey
- monitor how many students have completed the survey
- set the closing date
- generate and print interim reports when 10 or more students have completed the survey
- send a request to NZCER for final reporting when all students have completed the survey.

#### **Logging on as an administrator**

Once a school has successfully registered for the survey the nominated staff member is emailed a username and password to enter the NZCER survey site administration pages. To log on go to <http://www.nzcersurvey.org.nz> and select the Me and My School link from the menu. Once on the appropriate page enter the username and password to connect with the school's survey administrator "My Account" page.

#### **Changing passwords**

The administrator can change the password in the "My Account" page by editing the password field then clicking on "Update account".

#### **Which internet browsers can be used?**

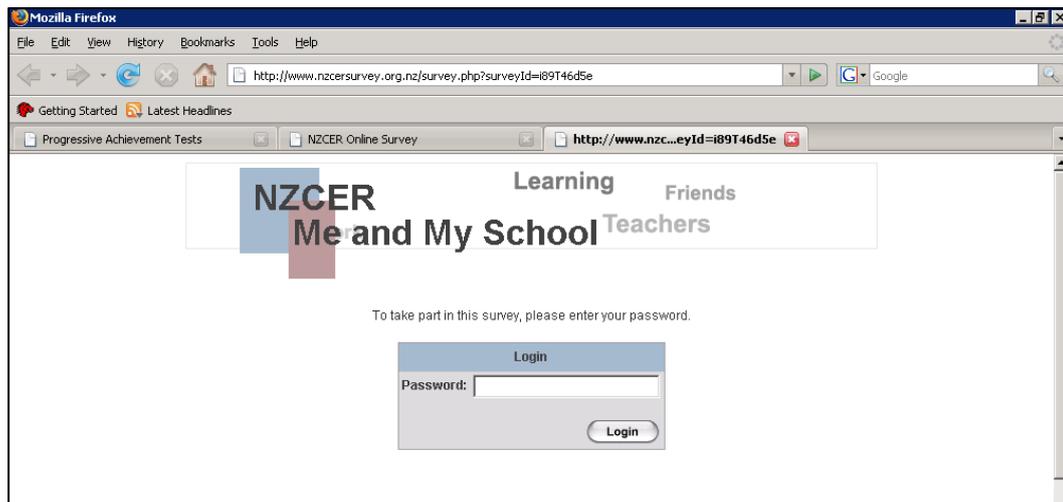
The NZCER survey website supports Internet Explorer and Firefox browsers. The Safari browser, which is used on some Apple Macintosh computers, is not supported. Macintosh users can download a Macintosh version of Firefox for free from:

<http://support.mozilla.com/en-US/kb/Installing%20Firefox%20on%20Mac>

## The survey web link for students

The survey web link provides the web address where students can access the survey (<http://www.nzcersurvey.org.nz/student>). This is also provided on the survey administrator's "My Survey" page for your reference. The web link may be typed in by students or it can be made available as a link on the school intranet, as a short cut on the desktop of each computer, or saved as a favourite or bookmarked within the internet browser. Students will need to navigate to this web address to access the survey. Figure 1 (below) shows the student login page where they enter their class password.

**Figure 1. Student login page.**



## Creating class passwords

A password for each class or student group can be generated on the "My Survey" page. To create a class password the supervisor enters a class name (for example Room 2) and clicks on the "Create Class" button.

## Deleting a class password

A password created for a class can be deleted by clicking on the "Delete" radio button next to the appropriate class. Please note that this does not delete any student data that has been collected using this password, it simply removes further student access.

## Turning the survey on and off

The administrator can make the survey unavailable for a particular class or classes. This is done by selecting the "Access" radio button on the "My Survey" page for a particular class. When a class is created the radio button is green by default and therefore enabled. Clicking on a green button will turn the survey access off for that class and display a red radio button. Similarly, clicking on a red radio button will turn the survey back on for the class and display a green radio button.

Please note that once survey access is turned off for a particular class, students in the class will no longer be able to access the survey site using the class password. We recommend that access for a class is disabled once the class has completed the survey.

## Accessing help

Useful information for the survey site is provided under the “Help” menu. If you cannot find the answer to a specific question please email [meandmyschool@nzcer.org.nz](mailto:meandmyschool@nzcer.org.nz) or phone (04) 802 1394 for further assistance.

## Introducing the survey to staff

We recommend that the survey is introduced to staff a week or so before you provide the web link and passwords. It might be appropriate, for instance, to run through our demo survey in a staff meeting. This would allow teachers to view the student "Me and My School" survey before introducing the survey to students. The demo site will not record or save any data entered. You can access the site at <http://www.nzcersurvey.org.nz/meandmyschool/demo> using the password: demo.

We would also recommend sending staff an email regarding the survey. This could include an explanation of what the survey is about, why it is being done, how the results will be used, and who they can contact if they have any questions (sample emails have been provided at the end of this document). If classroom teachers are to administer the survey a further email should be sent providing their class password and the administration instructions encouraging them to set up a time for their students to complete the survey. This email should also make clear who they can contact if they have any questions or technical problems.

## Administering the survey to students online

The Me and My School survey is designed to be administered to students with teacher supervision. There are various ways of organising the online administration of the survey. For example, one teacher might be responsible for administering the survey to all classes. Alternatively, each classroom teacher might administer the survey to their own class. It is important that the teacher/supervisor is clear about their role and is familiar with the survey site and the school network. The survey takes approximately 20 minutes to administer (including instructions) and is completed anonymously. **Please be aware there is required information on “About Me” section for students to answer. Without this information, it will not be possible to produce a full set of reports.**

## The role of the teacher/supervisor

The teacher/supervisor is responsible for introducing the survey, working through the administration instructions with the students and making sure each student knows how to use the computer to select their responses. There is no need to set the room up in any special way. Students should not discuss their responses while they are completing the survey. The survey is completed anonymously and students must be assured that their responses are confidential.

A set of instructions for teacher/supervisors can be found on the administrator’s “Help” menu.

## Viewing and printing reports

Initial reports show the proportion of students who chose each response to the questions. These reports are available for each of the survey sections. To help ensure the anonymity of the survey participants these reports only become available after 10 or more students have responded to the survey. The reports can display both your school's data and comparison data collected as part of the standardisation trial. A greater range of reporting will be provided by NZCER once all students have completed the survey.

The reports can be printed from the website by using the browser's printing functions. Print settings should be used to make sure margin sizes and paper orientations are set for optimal printing.

## Sample email messages

### *Sample introduction email*

Dear Staff Member

#### **Me and My School Survey - Introduction**

This year our school is running the Me and My School survey developed by the New Zealand Council for Educational Research (NZCER). The online survey provides a systematic way for us to find out how the students at our school view their connection with the school including their commitment to school learning. The survey is anonymous and does not require students to enter a name. There is no way to know how an individual student has answered any question.

In about a week's time each teacher will be sent an additional email containing instructions regarding the administration of the survey. This will include a unique class password which your students will use to enter the site.

You are welcome to explore an online demo of the survey so you can understand the online process your students will work through. This can be accessed using the password 'demo' at:

<http://www.nzcersurvey.org.nz/meandmyschool/demo>

If you have any questions about the survey please feel free to contact me. Alternatively, more information about the survey can be found at: <http://www.nzcer.org.nz/tests/me-and-my-school>

### *Sample web link email*

Dear Colleague

#### **Me and My School Survey - Password**

This email contains a class password and teacher administration instructions (attached) that will enable your students to complete the Me and My School Survey online. The survey takes approximately 20 minutes to administer.

Students will access the survey site by navigating to <http://www.nzcersurvey.org.nz/student>. Once on the site they use the class password to log in and complete the survey. The survey requires a teacher

supervisor to read the instructions to the students and guide them through the example questions. Please read the teacher administration document attached before administering the survey.

We need all students to participate in the survey. The information it produces will help us as we plan and move forward together. Please remember that the survey is anonymous. Students should feel that they can respond independently.

Use this password for every student in your class:

[Insert class password].