Getting Started Guide

CTE Surveys.com

ALL YOUR SURVEY NEEDS

Bayside High School
What are your plans after high school?
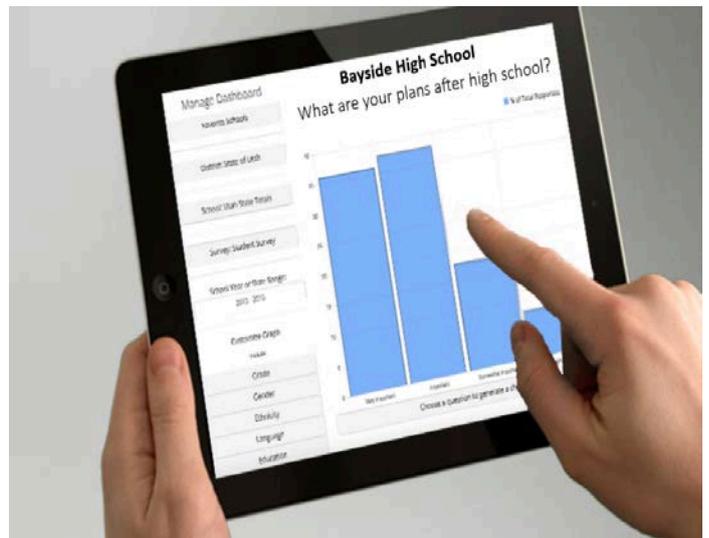
CTESurveys.com

2016-2017 user manual

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Introduction CTESurveys.com

Who We Are

Edutech Services, Inc. is Utah-based technology development and data analysis company founded by Kodey and Kalee Crandall. Kalee Crandall is a licensed school counselor and Kodey Crandall is a technology enthusiast and educator. Together, their unique background and skill set allow them create specific products to meet the needs of school counselors, administrators, and state leadership.

Utah State Board of Education Information

All Comprehensive Counseling Guidance Programs (CCGP) that are state funded have free access to CTESurveys.com. Because the USBE funds services, questions 1-25 must be answered the way they are written. However, you are welcome to add five additional questions at the end of each survey. The four standard surveys available on the site are the Parent Survey, Teacher Survey, Student Survey and Guidance Curriculum Survey.

How to Get Started

To begin using CTESurveys.com, you will need to contact your counseling district supervisor. Your supervisor has your unique school access ID and passcode, as well as important information you will need to create your account. This information should only be used by counselors at your school to create an account. Survey links for teachers, parents, and students to take surveys are found after logging into the dashboard (see page 7 for more information).

Please note that after you create your account, you will receive an email within 30 minutes asking you to validate your email address. You MUST validate your email address before you can log in.

If after reviewing this guide you still have questions, please note that we do offer face-to-face training with detailed information on the Systemic Assessment, website features, and data analysis. Please reviewing the pricing sheet or contact us for more details.

Survey Customization
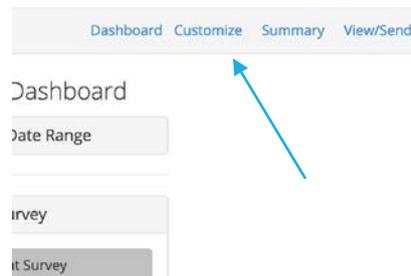
Adding Custom Questions to your Survey

Users can add up to 5 additional questions, with up to 10 answers to each survey. To customize your survey, click on the "Customize" link found on the dashboard (see above picture). Next, you will need to agree to the Federal Educational Rights and Privacy Act (FERPA) & Protection of Pupil Rights Amendment (PPRA) Agreement by clicking, "I Agree". You will then need select which survey you would like to customize.
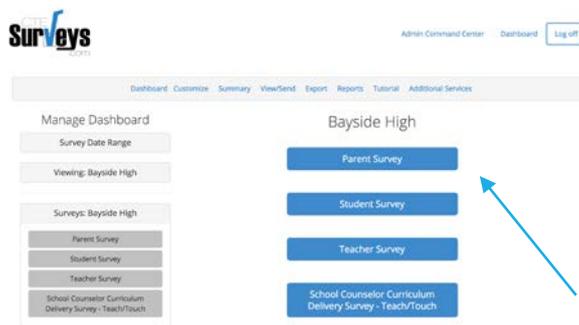

Before you add question, you may want to click "View all survey questions" to see the standard questions on your survey to avoid duplication. You can also click on the "View/Send" link at the top of the page to see your live survey. To begin adding questions, click "Add Question".
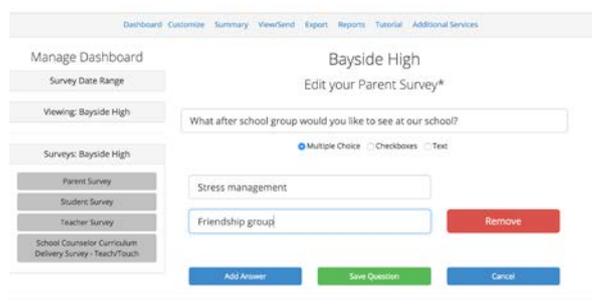

Type in your question and choose the question type. The system currently allows multiple choice, checkboxes (multiple answer) and short response (text box) questions. You can add additional questions, answers (multiple choice and text box), remove answers, and delete questions. Custom questions cannot be modified after responders have answered that question, but can still be deleted. Answers to deleted questions will still show in exported data.

Language Translation
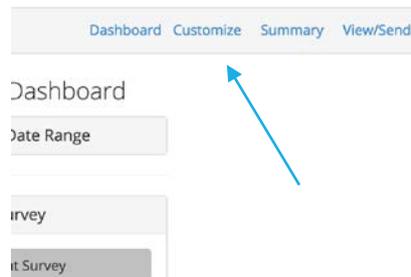
Adding Custom Translation Questions to your Survey

Spanish translation is available on the standard questions in the Parent Survey. To translate your custom questions in Spanish, you click "Translate" on the question you are adding the translation for, and add the Spanish text for the questions, then for each of the answers and then click, "Save".
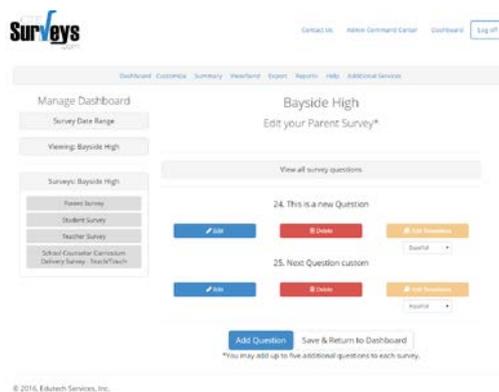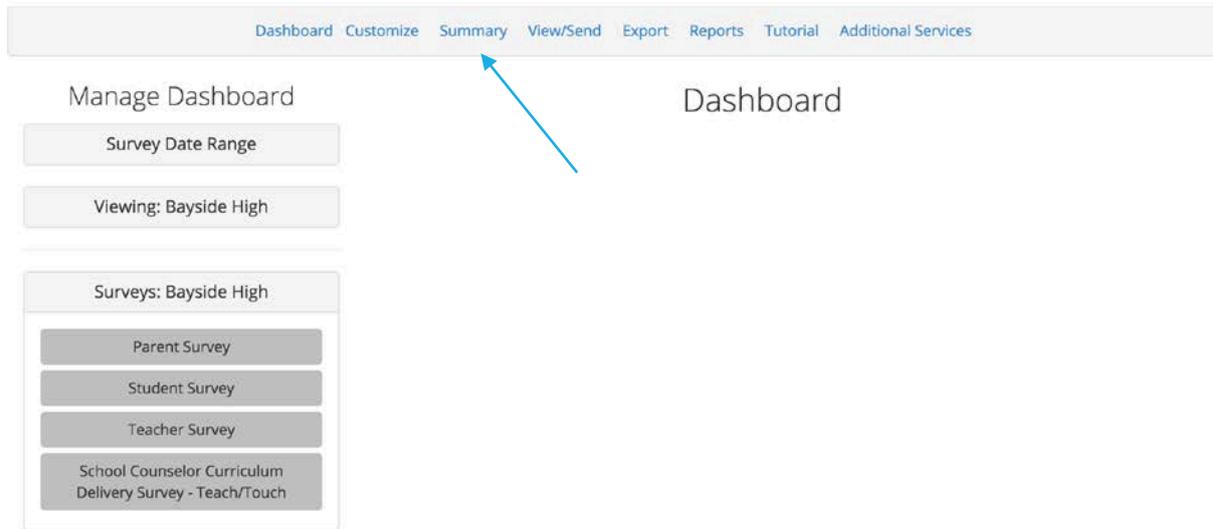

The Spanish translation will show as a button on the top of the parent survey when they are taking a live survey.
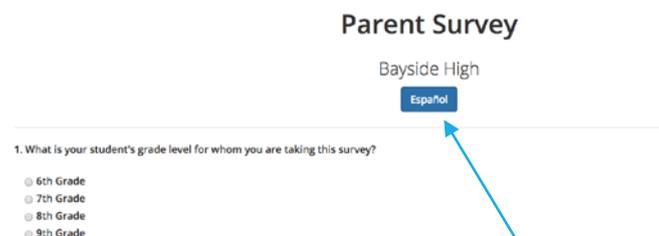
Survey Summary

Viewing the Survey Summary

To view a summary of how many surveys have been completed, click on the "Summary" link at the top of the page.

The survey summary page will give you a count of each survey listed by school year. District and State level access will display a drop down list of individual schools, as well as a combined total.
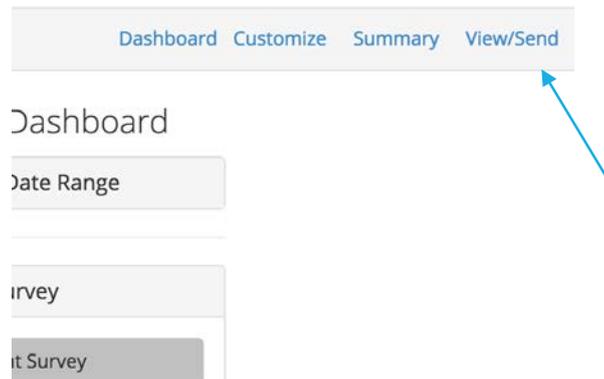
Bayside Elementary

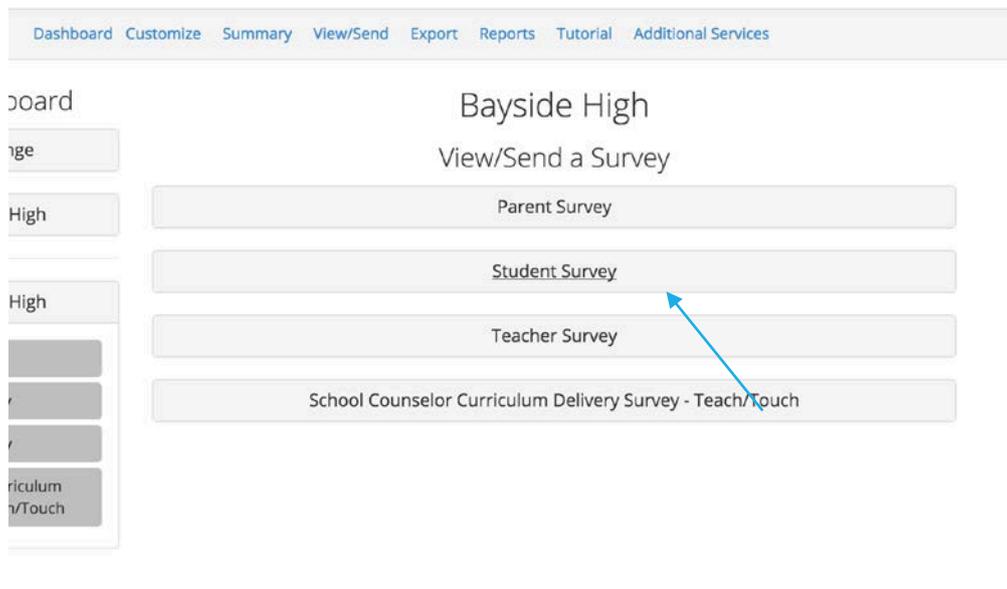| Year	Elementary Student Survey	Elementary Teacher Survey	Elementary Parent Survey
2015 - 2016	4	3	2

Bayside High

Year	Parent Survey	Student Survey	Teacher Survey	School Counselor Curriculum Delivery Survey - Teach/Touch
2015 - 2016	51	20	1	2
2016 - 2017	1	1	0	0

Viewing and Sending Your Survey

Viewing your Survey

To view your survey, click on the "View/Send" link at the top of the dashboard. Next, select which survey you would like to view.

You will then be taken to a page where you can click on a "View ONLY link". This link can be used to send to survey participants to view questions without the capability of being able to take a survey. You can use this link if you need to get parent permission for students to take your survey but do not want parents to think they are taking a survey.

To send your survey, copy and paste the "Send Survey Link" in an email you send to survey participants. By clicking this link, you can also view a live version of your survey. Links are used best if sent directly in emails and not used on department webpages. This will ensure your survey results are more accurate. If you would like to include the survey on a department webpage it is best to have survey respondents go directly to CTESurveys.com, click, "Take a Survey", select the correct school name from a drop down list, and enter the survey code code listed on your screen

Survey Confirmation Code

CTE Surveys.com

Dashboard   Contact Us   Take a Survey

That's all, thank you!

Your survey has been recorded!

Confirmation Code: 923232079

Print this page

For additional information on the Utah College and Career Readiness Comprehensive School Counseling Program visit:
http://www.schools.utah.gov/CTE/ccgp/Utah-Model.aspx

Survey Confirmation Code

Once a survey has been submitted, a confirmation page with a unique code will appear. Users will be given the option to print this page. This printed page can be used proof that a survey has been completed or as an incentive to increase parent, student and/or teacher participation.

Exporting Your Data

Exporting your survey data

To export your data, click on the "Export" link at the top of the dashboard. Select the date range you would like to export. The date range for the current school year is the default range. Next, select the survey you would like to export. This will give you all of the survey responses within the date range you selected in an .xlsx file and should open automatically in Excel.

Reports

Summary Report

If you would like to see an overall summary of your survey results, select the "Reports" link at the top of the dashboard. Select the date range you would like to see in the report. The date range for the current school year is the default range. Next, select the survey you would like to responses for. This will give you the report within the date range you selected in an .xlsx file and should open automatically in Excel.

If you would like to receive a detailed report showing significant gaps in your data, please see our pricing sheet and contact us for more details.

Viewing & Interpreting Results

Viewing Survey Results

Once your surveys are complete, you can view the results by either downloading a report, or by viewing charts on the dashboard. To view charts on the dashboard, select a date range on the left side of the screen. The current school year is the default date so you do not need to select a date range if you are viewing results for the current school year. Next, select which survey you would like to see and then choose a question to generate a chart. Questions in blue have the ability to display charts. If a question is white, it is a rating scale question. You need to select the question and have the scales appear and can then see charts based on those answers.

Applying Filters

Filters for the questions are found on the left hand of the screen listed under "Customize Graph". Select which filters you would like to see and then click, "Apply". Once a filter has been selected, it stays on as you click on different questions to view. Click "Clear All" to remove all filters.
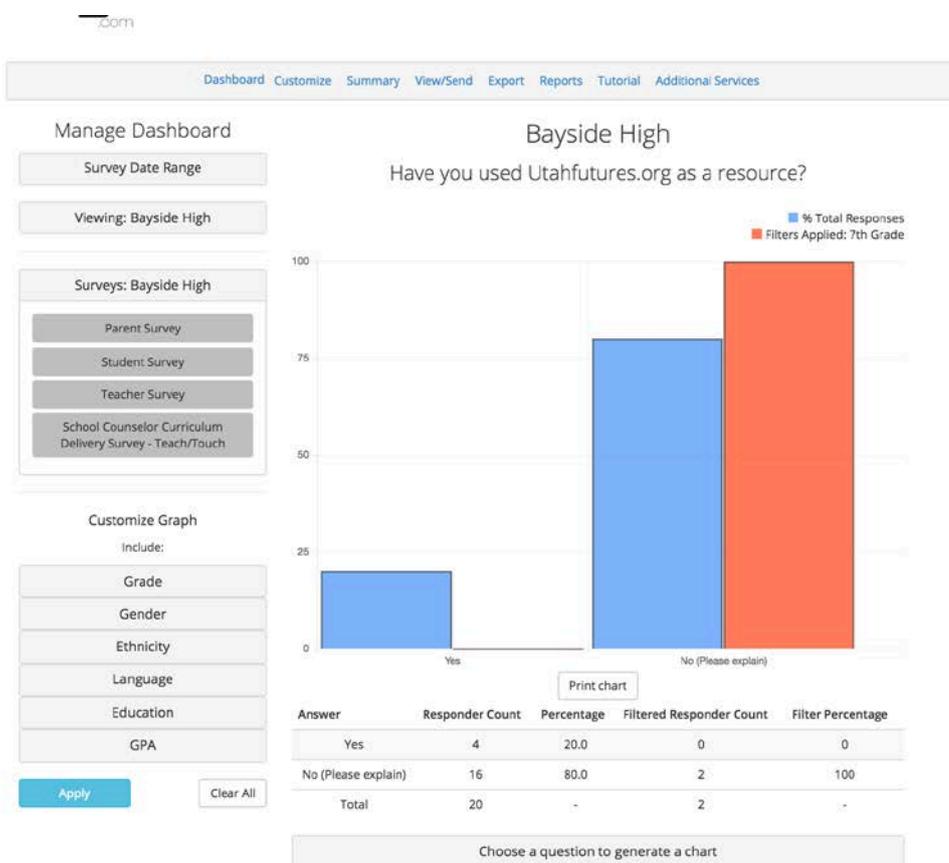
Interpreting Results

Orange bars represent the filter and blue bars represent the overall population. Large differences between the heights of the bars suggests there may be a demographic gap.

A table with filter counts and percentages, as well as overall counts and percentages are included below each chart. It is recommended to use filters with a count of at least 20 before drawing any conclusions (the higher the number, the better).

Additional Services

Edutech Services, Inc. | Pricing Sheet 2015-2016

Data Analysis
Professional Reports

Disaggregated Data

Customized Reports

Detailed Graphs

FROM $50

Excel Bootcamp
Microsoft Excel Training

Working with data

Sorting, PivotTables, creating charts for stakeholders and more.

FROM $150

Needs Assessment
Face-to-Face Training

Needs Assessment Review

CTESurveys.com Overview

Disaggregating Data

FROM $100

CTESurveys.com
Full Access

Free for all approved CCGP funded schools in Utah.

FREE

Pricing List

Single survey analyzed with report............................ $50

Single survey analyzed with report (district)........... $75

Multiple surveys analyzed (more than one).......... $40 each

Multiple surveys analyzed (district)......................... $65 each

CTEPathways.com access (annually) $50

CTESurveys.com access (non-CCGP funded) $40

CTESurveys.com access (elementary schools) $50

Customized survey on CTESurveys.com $80

Needs Assessment Training $100/hr*

Excel Training Bootcamp $150/hr*

Additional Details

Data Analysis Information

Let us analyze your Teach/Touch Survey, Student, Parent, and/or Teacher Needs Assessments and give you a customized report with disaggregated data and detailed graphs.

Needs Assessment / Website Training

For $300*, this 3 hour training for individual schools or districts will provide information on the needs assessment, CTESurveys.com and data analysis using Microsoft Excel.

Microsoft Excel Training

For $150 per hour* this training can be modified to meet the needs of your school or district. Training time is between 2-5 hours and will cover basic to advanced Excel.

*Travel costs of .90 cents per mile from Mapleton, UT will be added to training packages.

If you experience the additional services pricing sheet opening each time you click a link, please log out of CTESurveys.com and use a different browser.

Statistical Significance Calculator

Is it Significant?

On the homepage of CTESurveys.com, below "Easy to Analyze", there is a statistical significance calculator. This calculator can be used to determine if a gap in your data is statistically significant. You should only use this calculator to determine gaps were each population (count) is larger than 30. The calculator uses 95% confidence using a one-way z-test of significance.

For example, suppose you notice 15% (count=534) of your students with a 3.1-4.0 GPA compared to 27% (count=259) of students with a GPA less than 3.0 said, "Grades" would prevent them from continuing their education. This calculator could tell you if the observed difference was large enough, that it did not occur by chance.