



5Essentials Survey Administration Manual

*Prepared for the Illinois
State Board of Education*

Survey Window: January 11 - March 11

All Teachers • Students grades 6-12 • All Families of Students (optional)

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Introduction

The 5Essentials is a comprehensive, evidence-based tool 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 twenty years of research conducted by the University of Chicago in Chicago Public Schools found that schools strong on at least three of the five essentials were ten times more likely to show improvements in learning gains in reading and math than schools weak in three of the five essentials. The parent survey supplement is comprised of approximately 26 questions and will appear in its own section within the 5Essentials Report. The responses from the parent survey do not affect a school's performance on the 5Essentials and are meant to complement the teacher and student data.

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

The parent portion of the 5Essentials survey is optional. To receive parent data, a school must achieve a response rate of 20 percent from parents. The total number of parents eligible to take the survey at a school will be the equivalent to a school's total student body.

In May 2016, principals and administrators will be emailed invitations to view their school's online 5Essentials Reports. Summary 5Essentials data will be made available to the public in fall via the Illinois Report Card site, which will also contain a link to a school's full 5Essentials Report.

Survey Administration Responsibilities

It is recommended that school principals designate an individual to coordinate logistics of the survey administration and act as the liaison to UChicago Impact. The person who fulfills these responsibilities is the school's survey coordinator. While the principal may serve in this role, it is recommended that they assign a staff member (e.g., testing coordinator, assistant principal, etc.) to perform the survey coordinator duties.

SURVEY ADMINISTRATOR DASHBOARD

(survey.5-essentials.org/illinois/home)

The survey administrator dashboard is used by administrators and survey coordinators to view roster information as well as response rates for their district or school. An email will be sent from 5Essentials@uchicago.edu to principals and superintendents notifying them that a survey administration account has been created for them. After a principal has followed the link to create a password and logged into the dashboard, they should click on the "Manage Admin Users" button to create a dashboard account for the survey coordinator. Superintendents who wish to add other district personnel as survey coordinators with access to the district's data may do so by sending a request to 5essentials@uchicago.edu with the administrator's name, email address, and district name. All administrators and survey coordinators who receive a survey administrator account notification from 5Essentials must follow the prompt to create a password in order to access their schools response rate information.

SURVEY ADMINISTRATION

One major responsibility of the survey coordinator is to make sure the survey is being administered to students, teachers, and parents. All three of these surveys may be accessed at <https://survey.5-essentials.org/illinois>. Instructions on how to access each survey are located on succeeding pages of this manual.

RESPONSE RATES

Another responsibility of the survey coordinator is to monitor response rates. 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 valid teacher and ten valid student responses must be submitted in order for the respective data to be generated. A parent report will be generated if a school achieves a 20 percent response rate for parents. Survey coordinators can monitor response rates through the online survey administrator dashboard. In addition to monitoring response rates via their survey administrator account, weekly emails will be sent to principals, superintendents, and survey coordinators that will include current response rates.

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 to take the survey during staff meetings.
- Establish expectations for participation.
- Determine a goal window for completion.
- Enlist survey advocates (e.g., lead teachers).

For the Student Survey:

- Have **state student ID** readily available for login (state student IDs may be printed from the survey administrator dashboard).
- Create a school-wide survey schedule.
- Build into common structures or advisories.
- Rotate classes into the computer lab.
- Use a laptop cart to do whole-class survey administration, one classroom at a time.

For the Parent Survey:

- Publicize in school and district newsletters.
- Encourage parents to complete survey on their smart device.
- Work with PTA or PTO.
- Utilize computer lab during pick-up/drop-off.
- Make survey available during extracurricular events and parent-teacher conferences.

Survey Information

GENERAL INFORMATION

Administration Window

January 11 through March 11

The 5Essentials Survey will be administered online at <https://survey.5-essentials.org/illinois/>
No paper copies of the survey will be provided.

The student and teacher survey takes approximately 20 minutes to complete, while the parent survey takes about 10 minutes to complete. Participants should be allotted sufficient time to finish the survey in one sitting.

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/illinois>)*

SUPPORTED DEVICES

- PC or laptop.
- Smartphones.
- Tablets.

CONTACT INFORMATION

If you have any questions concerning the administration of the 5Essentials, please contact 5Essentials Client Services toll-free at **1-866-440-1874** or via email at 5essentials@uchicago.edu.

Survey Components

5ESSENTIALS STUDENT SURVEY

The 5Essentials Student Survey is to be completed by students in grades 6 through 12.

The student survey is available in English and Spanish. Students with disabilities should be provided extra time as needed so that accommodations may be made for them to complete the survey. For students with some visual impairment, survey text may be made larger on the page using your web browser's zoom features. Students with severe visual impairment who are unable to see the survey text may have the survey read aloud to them. Please note that the 5Essentials Survey does not have an audible-text feature and that a staff member must read the survey questions aloud to students who require this accommodation. The student survey will be rostered and all students taking the survey will be required to enter the **state student ID** and birthdate listed next to their name in the Roster section of the survey administrator dashboard.

5ESSENTIALS TEACHER SURVEY

NEW THIS YEAR: *The 5Essentials Teacher Survey will be rostered and all teachers will need to enter a unique username and passcode. More details about this are included on page eight.*

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

Individuals in the following positions, who also teach, are among those encouraged to participate:

- Self-contained and subject-specific classroom teachers
- Instructional coaches and subject matter specialists.
- Teacher aides, paraprofessionals, and CCTs (Cooperating Classroom Teachers).
- Special education teachers working in a single classroom or across classrooms.
- Counselors, librarians, and other staff members who teach students.

The following positions are ineligible to participate in the survey:

- Substitute teachers.
- Tutors.
- Principals, Assistant Principals, Superintendents, or other administrators who do not otherwise teach students.
- Student teachers.

PARENT SURVEY

The parent survey is to be completed by parents, guardians, or other caregivers with a child in grades prekindergarten through 12. The parent survey is available in English and Spanish and takes approximately 10 minutes to complete. If a parent has more than one child at a school site, please instruct the parent to complete one survey for all children. 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. Only one parent per household may participate in the survey.

Survey Administration

PRE-SURVEY ADMINISTRATION

SURVEY NOTIFICATION LETTERS

The 5Essentials Communication Kit has been assembled to provide each school with modifiable letters to inform teachers, parents, and the public about the 5Essentials Survey. The kit includes survey announcement, invitation, and reminder letters. The 5Essentials Communication Kit can be download on the Illinois 5Essentials page (<https://illinois.5-essentials.org>).

PARENTAL CONSENT

Current law requires that all parents 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, and 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 5Essentials Communication Kit. The 5Essentials Survey acknowledges passive parental 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.

5ESSENTIALS SURVEY QUESTIONS

The 5Essentials Survey questions can be downloaded the Illinois 5Essentials page (<https://illinois.5-essentials.org>).

STUDENT ADMINISTRATION

The student survey will be rostered and all students taking the survey will be required to enter their **state student ID** and birthdate to log into the survey. Student rosters may be exported from the dashboard into an Excel spreadsheet. It may be helpful to print and have these rosters handy when administering the survey, in case the **state student IDs** are not commonly known. ***If a student hasn't been included on your student roster, they will need to complete a provisional survey through the steps below****. *Provisional surveys allow students who are not included on the student roster to complete the survey and will count towards a school's 5Essentials Report like a normal survey. However, provisional surveys will not be reconciled into a school's response rate until after the survey window has closed.* The student survey takes approximately 20 minutes to complete. All surveys should be completed in one sitting. 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; however, they must click **Submit Survey** once they have reached the end in order for their responses to be counted towards their school's response rate and included in the 5Essentials Report. Students must complete the survey during the school day.

To complete the student survey:

- Visit <https://survey.5-essentials.org/illinois/> and select Student Survey.
- Enter **state student ID** and birthdate.
- Select the necessary language to complete the survey (English or Spanish).
- Answer all applicable questions.
- Click **Submit Survey**.

**To complete the provisional student survey because a student is not listed on your roster:*

- Go to <https://survey.5-essentials.org/illinois/survey/student/provisional>.
- Fill out required fields and advance to survey questions.
- Answer all applicable questions.
- Click **Submit Survey**.

Please go to Appendices A and B in the back of this manual to see a sample of the Student Survey Login and Provisional Student Survey Login pages.

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, science, and math classes. In addition, the survey will ask specific questions about one of the following three areas: reading, science, or social science.

Survey Administration (continued)

TEACHER SURVEY ADMINISTRATION

NEW THIS YEAR: *The 5Essentials Teacher Survey will be rostered and all teachers will need to enter a unique username and passcode. More details about this are included on page eight.*

The teacher survey will be also be rostered. On January 11, all teachers listed on your school's staff roster in the survey administrator dashboard will be sent an invitation to take the survey. This invitation will include a unique username and passcode, along with the survey link. If a teacher reports not receiving an invitation to complete the survey, please confirm that the invitation has not been filtered to their SPAM or junk email folder. ***If a teacher hasn't been included on your teacher roster, then they will not receive an invitation and will need to complete a provisional survey through the steps below*.*** *Provisional surveys allow teachers who are not included on the teacher roster to complete the survey without a username and passcode and will count towards a school's 5Essentials Report like a normal survey. However, provisional surveys will not be reconciled into a school's response rate until after the survey window has closed.*

The teacher survey takes approximately 25 minutes to complete. All surveys should be completed in one sitting. Surveys cannot be retrieved once submitted. For this reason, please encourage teachers to take their time when responding to the survey. Teachers may skip any questions they do not wish to answer.

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

To complete the teacher survey:

- Teacher receives email invitation with login information and survey URL.
- Teacher visits <https://survey.5-essentials.org/illinois> (this URL will be included in their invitation) and enters their unique username and passcode, which has been provided in email.
- Answer all applicable questions.
- Click **Submit Survey**.

**To complete the provisional teacher survey because a teacher is not listed on your roster:*

- Go to <https://survey.5-essentials.org/illinois/survey/teacher/provisional>.
- Fill out required fields and advance to survey questions.
- Answer all applicable questions.
- Click **Submit Survey**.

Please go to Appendices C and D in the back of this manual to see a sample of the Teacher Survey Login and Provisional Teacher Survey Login pages.

PARENT SURVEY ADMINISTRATION

A school's parent count will be based on the total number of students (preK-12) at that school. 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; however, they must click **Submit Survey** once they have reached the end in order for their responses to be counted towards their school's response rate and included in the parent report. 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/illinois/> and select Parent Survey.
- Select the necessary language to complete the survey.
(English or Spanish).
- Enter requested demographic information.
- Advance to survey questions.
- Answer all applicable questions.
- Click **Submit Survey**.

Please go to Appendix E towards the back of this manual to see a sample of the Parent Survey Login page.

APPENDIX A: SAMPLE STUDENT LOGIN PAGE

5Essentials
School Surveys

Help | Contact Us

Login

Please login to take the 5Essentials Organizing Schools for Improvement Student Survey.

*Required fields

*Student ID:

*Birth date:

Login

Can't log in? [Click here](#) to take the provisional survey.

APPENDIX B: SAMPLE STUDENT PROVISIONAL LOGIN PAGE

5Essentials
School Surveys

FAQ
Client List | Home | Contact Us | Logout Dianna Reeves

Login

We're having a hard time finding you in our system. Please enter the information below to take the 2014 Missouri 5Essentials Student Survey with a temporary login. Ask your teacher if you need help answering these questions.

*Required fields

Student ID:

Enter your Student ID if you know it.

*Birth date:

*Gender:

☐ Male
☐ Female

*Grade:

Choose grade

*School:

Begin typing your school's name to get a list of matching schools to choose from.

*When did you start going to this school?

☐ In the past month
☐ In the past semester
☐ At the beginning of this school year
☐ Before this school year

*Why did you have trouble logging in?

.....

Login

← Go back to normal login

APPENDIX C: SAMPLE TEACHER LOGIN PAGE

5Essentials
School Surveys

[FAQ](#)
[Client List](#) | [Home](#) | [Contact Us](#) | [Logout Dianna Reeves](#)

Login

Please login to take the 2014 Missouri 5Essentials Teacher Survey.

*Required fields

*Login:

*Passcode:

[Forgot your passcode? Click here](#)

Login

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APPENDIX D: SAMPLE PROVISIONAL TEACHER LOGIN PAGE

5Essentials
School Surveys

[FAQ](#)
[Client List](#) | [Home](#) | [Contact Us](#) | [Logout Dianna Reeves](#)

Login

We're having a hard time finding you in our system. To ensure accuracy, we need to verify that you are associated with this school. Please answer the questions below to facilitate this process. This information will ONLY be used to verify that you are a teacher at this school. We will NEVER USE THIS INFORMATION TO LINK SURVEY RESPONSES TO A PARTICULAR TEACHER. All survey results will be presented as a school-wide aggregate, and your school and school district will never receive individual-level data. Please answer the following questions to log into the 2014 Missouri 5Essentials Teacher Survey provisionally.

*Required fields

Teacher ID (if known):

Your ID is only used to verify your status as a teacher. Your responses will be anonymous.

*Email:

Your email address is only used to verify your status as a teacher. Your response will not be connected to this email address.

*School:

Begin typing your school's name to get a list of matching schools to choose from.
If you teach at more than one school, select the school you spend the most time in.

*Grade:

Choose grade ▾

If you teach more than one grade, please select the grade you teach most often.

*When did you start teaching at this school?

--- ▾ --- ▾ --- ▾

Employment start date

*Why did you have trouble logging in?

----- ▾

Login

← [Go back to normal login](#)

APPENDIX E: SAMPLE PARENT LOGIN PAGE

5Essentials
School Surveys

[Help](#) [Contact Us](#)

Login

Please login to take the 2012 Roseville Area Schools Fall Survey Set Parent Survey.

*Required fields

*County:

*School:

[Login](#)

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