

## **Nita M. Lowey 21<sup>st</sup> Century Community Learning Centers (21<sup>st</sup> CCLC) Grant**

### **Teacher Survey Instructions**

Nita M. Lowey 21<sup>st</sup> Century Community Learning Center (21<sup>st</sup> CCLC) programs are required to report to the U.S. Department of Education (USDE) the percentage of students in grades 1-5 participating in 21<sup>st</sup> CCLC programming in the school year and summer who demonstrated an improvement in teacher reported engagement in learning. To meet this requirement, programs need to administer teacher surveys for students in grades 1-5 who attend 10+ hours of programming in summer or 10+ hours of programming in the school year. If a student attends programming both in summer and during the school year, separate teacher surveys must be administered for each term. Programs must use the teacher survey form created by the Department of Public Instruction (DPI), in collaboration with the Consortium of Applied Research (CAR) at the University of Wisconsin, Green Bay (UWGB).

#### **Best Practices in Administration**

For summer programming, teacher surveys should be completed by 21<sup>st</sup> CCLC program staff. For school year programming, teacher surveys should be completed by school day teachers.

For every student who attends 10+ hours of programming during the school year, a regular school-day teacher should be selected to complete the teacher survey. The teacher selected should be the one who is most familiar with the student's level of engagement in classroom activities. For most students in grades 1-5, this would be the regular classroom teacher. Only one teacher needs to complete the survey for each student.

The survey should be administered to teachers near the end of a given term (i.e., summer session or school year). When surveying classroom teachers at the end of the school year, it is generally not a good idea to wait until the last week of school to distribute the

survey. However, the survey should be administered as close to the end of the year as possible (e.g., two to three weeks before the last day of school). Administering the survey earlier in the year (e.g., in March or April) limits the amount of improvement teachers can observe, and report, in student engagement levels.

Programs have the option to send out electronic teacher surveys using Cayen Systems AS21 or hand out hard copies of teacher surveys. If the program chooses to distribute hard copies, staff should specify a location, or person, to which the surveys should be returned and a date by which they should be completed.

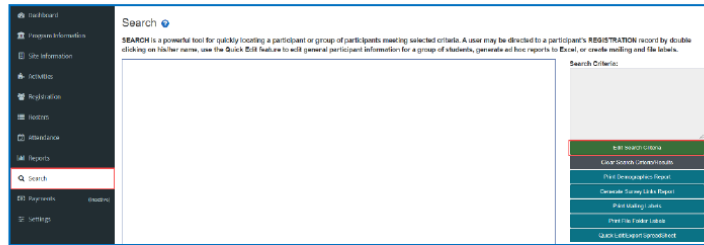
For electronic teacher surveys, program staff will download a report of survey links from Cayen Systems AS21 (see below). Using the information from the report, program staff can email the unique teacher survey links to each teacher. Teachers who have multiple students enrolled in the program will receive multiple links, one link for each child. Results from teachers who complete the survey electronically will be automatically updated in Cayen Systems AS21.

Please see the pages below for detailed explanations of how to administer electronic and hard copy versions of the teacher survey and how to enter teacher survey results when using hard copies.

# Administration of Electronic Teacher Surveys

## Search for Participants

1. In your left-hand navigation menu, click 'Search'
2. On the right of the screen, click 'Edit Search Criteria'
3. The Search Criteria window will open



Search Criteria

General Address/Transport School Info Reg Info Contacts **Participation** GEAR UP

Date Attended 08/07/2021 to 08/01/2021

Number of Days Attended to

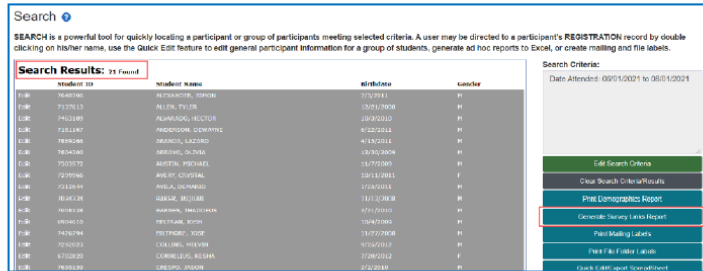
Close Append Records Find Records

## Enter Search Criteria

4. Click the 'Participation' tab
5. Locate the 'Date Attended' field and enter your program's summer date range
6. Click 'Find Records'

## Generate Survey Link Report

7. Once the search results load, the number of participants that matched the criteria will show at the top of the screen
8. On the right of the screen, click 'Generate Survey Links Report'



## Generate Survey Links Report

Description: The Survey Links Report displays the survey, the survey access code, and a hyperlink that can be sent to a participant, parent, or teacher to complete the survey online.

1. Survey: 21st CCLC Teacher/Program Staff Survey (2021-22)
2. Pre/Post: Default
3. Select Recipient: Participant
4. Exclude Participants with a Completed Survey: Yes
5. Export Format: Comma Separated Value (CSV)

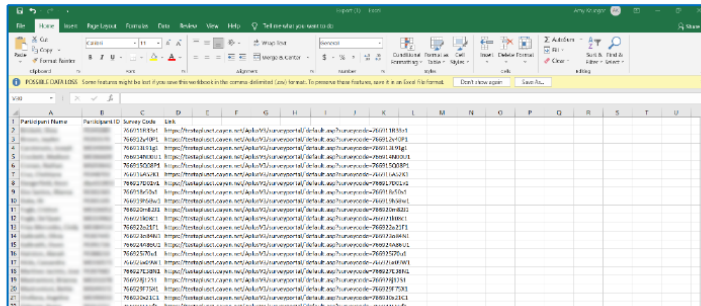
View Report

## Select Report Criteria

9. Select criteria for the report
10. For the 'Select Recipient' option, choose 'Participant'
11. For the 'Export Format' option, choose 'Comma Separated Value (CSV)'
12. Click 'View Report.' This will download a CSV file that can be opened in Excel or Google Sheets.

## Distribute Survey Links

13. Copy information from the spreadsheet into emails to the people that will provide feedback related to specific participants



## Administration of Hard Copy Teacher Surveys

To print out hard copies of teacher surveys, follow the steps below:

1. Click Reports in the left-hand navigation menu
2. Click Surveys and then Federal Teacher Survey Form
3. Select the Reporting Period (Summer or School Year)
4. Select Adobe Acrobat (PDF) as the Export Format
5. Click View Report on the right corner

The screenshot displays the Cayen Systems AS21 interface. On the left is a dark navigation menu with options: Dashboard, Program Information, Site Information (highlighted with a yellow triangle), Activities, Registration, Rosters, Attendance, Reports, Search, Payments (inactive), and Settings. The 'Reports' section is expanded, showing a list of report categories: Academics, Activity Information, Attendance - By Person, Attendance - Totals, CLC APR By Reporting Period, CLC APR Monitoring, District Monitoring, Miscellaneous, Participant Contact Information, Participant Information, Registration Forms/ID Cards, Staff, State Monitoring, Surveys (highlighted), Compare Initial & Follow-Up Responses, Completed Surveys, Federal Teacher Survey Form (highlighted), Parent Survey - PDF Version, Student Survey - PDF Version, Survey Form/Answer Key, Survey Results, and System. At the bottom of this menu are 'Back' and 'Print' buttons. The main content area is titled 'Federal Teacher Survey Form' and includes a description: 'The Federal Teacher Survey Form Report creates a printable, pre-populated, Federal Teacher Survey that may be mailed and completed by the participant's teacher.' Below the description is a 'Report Explanation File' link. The configuration section contains three items: 1. Reporting Period: School Year 2021-2022; 2. All students with 10 or more hours of attendance; 3. Export Format: Adobe Acrobat (PDF). A green 'View Report' button is located in the bottom right corner of the main content area.

## How to Enter Hard Copy Results into Cayen Systems AS21

If programs send out hard copies of teacher surveys, program staff need to manually enter survey results into Cayen Systems AS21 using the quick data entry tools under Registration. After clicking on “Quick Data Entry Tools,” the screen will open with a blue menu on the left. Locate “Enter/View Survey Responses” and select Nita M. Lowey 21st CCLC Teacher Survey from the survey dropdown menu and participant name to enter survey results.

### Print Surveys/Enter Responses

1. In the left blue menu, click "Print Survey/Enter Responses"
2. Select the survey and participant
3. Complete the survey
4. Click "Save"

**Select a Quick Edit Tool**

- Quick Session Selection
- Print Surveys/Enter Responses

**Enter/View survey responses**

Purpose: This feature allows you to enter survey responses for many participants without retrieving registration records one by one.

Instructions: Use the drop down menu to select a survey (and pre/post if applicable). Then select a participant's name. (The list of participants will change depending on whether the survey is meant for adults, youth, or both. Surveys that allow anonymous responses, will have 'Anonymous Survey' as the first item in the Participant dropdown.) When you have completed the survey form, click on 'Save' before selecting another participant or survey from the list or before closing this window.

Survey: [Interview] Pre/Post: [Initial] Participant: [LABRICA, ALLISCO, Sandale High School] [Print]

1) Date of Interview: [ ]

Select "Nita M. Lowey 21st CCLC Teacher Survey"

2) Please check all that apply

Select Participant

- D/P
- Attendance
- Both

[Close] [Save]