Student Voice Survey – Manual Educator Assignment

Student Voice Survey Types
There are three survey types which can be assigned to educators for Student Voice Survey.

- **0: Not Participating:** Use this survey type when the educator will not participate in the next scheduled survey window. “Not Participating” is recommended for educators who teach Kindergarten through Grade 2 students ONLY or are not teachers.

- **2: Grade 3-5 Teacher Survey:** Use this survey type when the educator will participate in the next scheduled survey window and students should receive the Grade 3-5 survey. “Grade 3-5 Teacher Survey” is recommended for educators with a majority of grade 3-5 students.

- **3: Grade 6-12 Teacher Survey:** Use this survey type when the educator will participate in the next scheduled survey window and students should receive the Grade 6-12 survey. “Grade 6-12 Teacher Survey” is recommended for educators with a majority of grade 6-12 students.

Assigning Survey Types
Maintain educator survey types on the District Assignments tab.

**PATH:** Census > People> (Staff) (District Assignments)
Clicking People displays the People search.

1. Select Staff from the drop down list and enter the last name of the educator.

2. Click on the educator’s name.

3. Click on the District Assignments Tab.
A list of schools where the educator has served or is currently serving will be displayed.

4. Click on the current assignment record. If an educator has multiple assignments at a school, all the assignments should be updated. The survey type must be the same on each assignment. If an educator teaches at multiple schools, update only the assignment record(s) for the school needed.

Clicking on an assignment record will display the Employment Assignment Information window. The Student Voice Survey type is located at the bottom of the window.

5. Choose the Student Voice Survey type from the drop down list.

6. Click on to save changes.

Points of Consideration
- Make manual updates after Automatic Educator Assignment has run.
- Provide ample time to assign survey types. Survey types must be assigned before surveys generate.
- Changing an educator’s survey types does not affect surveys that have already been created.
- Use the “Student Voice – Projected Counts” report to verify educator assignments.