NEE Data Tool – Student Survey

Student feedback is an important part of promoting teacher professional growth. As part of NEE, students in the fourth grade through twelfth grade are asked to report on their teacher’s practices using a standard survey.

CREATE A STUDENT SURVEY

1. Go to the NEE Data Tool website.
2. In the Sign In box, enter your school email address and password. Click Sign In.
3. On the left-hand menu, click My Teachers.
4. The My Teachers screen will appear. In the Scoring box, click Create a Student Survey.
5. The Student Surveys screen will appear. Click New Survey in the upper right-hand corner.
6. The Student Survey Creation Screen will appear. In the People box, select a teacher. NOTE: You may select individual teachers, multiple teachers, or all teachers. The number next to People will change based on the amount of selected teachers. Click Next.

7. In the Indicators box, select the indicators for the survey. NOTE: If you have chosen to use default classroom observation template, the indicators on the default template will automatically populate. You can apply a different template by using the Apply a Template button. You can remove any indicator by unchecking the box next to the indicator. The number next to Indicators will change based on the amount of selected indicators. Click Next.
8. In the Schedule box, complete the fields. NOTE: It is possible to schedule beginning and ending times for student surveys or you may leave these fields blank for an open-ended student survey. If you allow students to use their own electronic device to take the student survey, please stagger the start times of each survey to allow students only enough time to take each survey once. *We recommend a window of no more than 30 minutes.* If the time window is open longer than the recommended 30 minutes students could repeat the survey multiple times for the same teacher. Click Next.

![Schedule](image)

9. The Summary box will show the selected student survey information. If everything is correct, click Create. NOTE: If changes need to be made, click Edit next to the appropriate field and repeat the above steps.

![Summary](image)

10. The Student Surveys screen will appear. There will be a box for each teacher that includes the start date for the student survey, the number of respondents, a unique token for student administration, and the URL.

![Student Surveys](image)

NOTE: It is possible to end a survey at any time by clicking End Survey next to the selected teacher. Also, it is possible to delete a survey by clicking Delete next to the selected teacher.

**STUDENT SURVEY ADMINISTRATION**

To encourage student participation, provide easy access to the Student Survey website. Consult with your Information Technology staff to place a desktop shortcut to the Student Survey website on the computers being used to administer the Student Survey.

*The Student Survey website is [https://nee-onlinemanager.missouri.edu/Student](https://nee-onlinemanager.missouri.edu/Student).*
When a Student Survey is created, a unique token is generated for each teacher. Students enter the unique token to begin a survey. Each school should assign a survey proctor that is someone OTHER than the teacher being evaluated. The survey proctor should read the script to students and provide the token for the survey.

**Administration Instructions for the Student Survey Proctor**

1. Have students click the shortcut to the Student Survey website.
2. Read the following script to students.

   You are about to take a survey on the computer. The purpose of this survey is to help make your school better. This survey is very important to your school. Your teacher and principal will look carefully at the survey results to decide what aspects of teaching are good already and what aspects need to be improved. They value your opinion and ideas. Your responses will improve the quality of education for all the students who follow you. Please be careful and thoughtful when taking the survey.

   The survey will ask about your experiences with your teacher [teacher's name]. Before you begin, listen carefully to these instructions.
   - This survey asks what YOU believe to be true, not what other students believe. You should select the answer for how you HONESTLY feel.
   - You must work alone. You shouldn’t talk during the survey, or look at another person’s answers.
   - There are no right or wrong answers; the survey is about your opinions and feelings.
   - You will not be graded on this survey.
   - **Your answers will be anonymous to your teacher and principal.** This means that they will not know how you personally answered each question. Your teacher and principal will only see how all the students as a group answered the questions. Please be completely honest.
   - Your participation in this survey is important, but it’s also voluntary. You are not required to take the survey and you can also skip questions on the survey that you don’t want to answer.
   - Please read the questions carefully. If you do not understand a word, raise your hand so I can define it for you. **NOTE TO SURVEY PROCTORS:** If asked, define what a word means to students, but please do not provide your interpretation of the question as a whole because this can influence the answer given by students.

3. Give the unique token to students. **NOTE:** It can be helpful to display the token somewhere. Have students enter the survey token in the field. Click Submit.
4. The **Student Survey** screen will appear.
5. Read the below to the students.

Your teacher’s name should be at the top of the screen. There are several answers for each question – Not True, Sort of True, True, and Very True. Choose the response that best fits your opinion of this teacher. If you click on the wrong answer or change your mind, you can change your answer by clicking on a different one. The survey may take several minutes to complete, but there is no time limit. When you have finished answering all the questions, click the Complete button at the bottom of the page. Do you have any questions before we begin? If you have any questions at any time, please raise your hand.

6. Answer any questions students may have and have them begin the student survey. While students are taking the survey, be available for questions. Make sure all students click the Complete button when finished.

7. After completing the survey, the Thank You screen will appear. Have students click Return to Main Menu. NOTE: Instruct students not to use the browser’s back button as this will return them to the survey.

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