Cognia eProve Student Engagement Survey Administration Guide

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Table of Contents

Introduction

This document is designed to guide South Carolina schools and districts through the statewide administration of the 2019–20 Student Engagement Survey for Accountability. The survey administration window set by the South Carolina Department of Education (SCDE) for the 2019–20 school year is as follows.

Survey Administration Start Date: February 3, 2020

Survey Administration End Date: March 6, 2020

Throughout this guide there are references to additional tools and resources, all of which are available on the SCDE partnership page at: www.scde.onlinehelp.cognia.org.

If at any point questions should arise during the survey administration process, please don't hesitate to contact Cognia™ Customer Care at 888.413.3669 or eProve@cognia.org. Questions regarding the use of survey results in accountability should be referred to SCDE at 803.734.8500 or reportcard@ed.sc.gov.

General Survey Information

About the Measure

The eProve™ Student Engagement Survey was designed to measure elementary, middle, and high school student engagement through students' responses to items about their learning experiences. The survey consists of items categorized into three components or domains of engagement: behavioral, cognitive, and emotional (Fredricks et al., 2004). Behavioral engagement refers to a student's efforts in the classroom (e.g., Connell & Wellborn, 1991), while cognitive engagement examines a student's investment in learning (e.g., Fredricks et al., 2004), and emotional engagement measures a student's emotions or feelings about the classroom and school in general (e.g., Finn & Rock, 1997; Voelkl, 1997). Engagement is seen as having different levels (e.g., Crick, 2012), and, as such, each of the domains is further broken down into three categories of engagement quality: committed, compliant, and disengaged. Finally, each category consists of two distinct levels; thus, the committed category has an "invested" or "immersed" level; the compliant category has a "strategic" or "ritual" level; and the disengaged category has a "retreatism" or "rebellion" level.

Three versions of the survey—elementary, middle, and high school—are used to gather data from students statewide in grades 3 through 12.

Elementary School Student Engagement Survey	Grades 3–5
Middle School Student Engagement Survey	Grades 6–8
High School Student Engagement Survey	Grades 9–12

Each survey contains 20 items, each comprising a statement or a question and five possible responses. Students select the one response that best represents their perception or opinion. One item is 1/20th of the overall rating for a student. One single response cannot, without the preponderance of the selection of other responses that correspond to the same engagement status, sway the results in such a way that leads to a disengaged status for that student. The Student Engagement Survey, unlike assessments of academic learning, does not have right or wrong answers. Rather it has responses that are related to more and less desirable attributes or characteristics associated with engagement or disengagement.

Additional information regarding the purpose, design and validity of the Cognia® Student Engagement Survey is available at: www.scde.onlinehelp.cognia.org.

References

Connell, J. P., & Wellborn, J. G. (1991). Competence, autonomy, and relatedness: A motivational analysis of self-system processes. In M. R. Gunnar & L. A. Stroufe (Eds.), *Self-processes and Development: Minnesota Symposium on Child Psychology*, *23*, 43–77. Chicago: University of Chicago Press.

Crick, R. D. (2012). Deep engagement as a complex system: Identity, Learning Power, and Authentic enquiry. In S. L. Christenson et al. (Eds.), Handbook of Research on Student Engagement, 675–694. New York: Springer Science + Business Media.

Finn, J. D., & Rock, D. A. (1997). Academic success among students at risk for school failure. *Journal of Applied Psychology, 82*(2), 221–234.

Fredricks, J. A., Blumenfeld, P. C., & Paris, A. H. (2004). School engagement: Potential of the concept, state of the evidence. *Review of Educational Research*, *74*(1), 59–109.

Skinner, E., & Belmont, M. (1993). Motivation in the classroom: Reciprocal effects of teacher behavior and student engagement across the school year. *Journal of Educational Psychology, 85*(4), 571–581.

Voelkl, K. E. (1997). Identification with school. *American Journal of Education,* 105, 204–319.

Preparing for Administration

Pre-survey Considerations

Appointing a Survey Coordinator

Depending on the size of the institution, arrangements must be made to ensure the eProve Student Engagement Survey is completed by students. It may be necessary to appoint an individual or a team to serve as coordinator(s) to manage the survey administration tasks. Typically, it is best to identify individuals with no or limited instructional responsibilities.

Accessing the Survey

All students in grades 3 through 12 should participate in the survey. All students, regardless of grade, school or district, will access the eProve surveys Student Portal to take the survey. You may want to bookmark the Student Portal login page: www.eProvelearner.org on the devices that students will be using to expedite the log-in process.

Informing Your School Community

While not required, your institution may decide to communicate information about the survey to some of your external stakeholders (e.g., parents/guardians) through avenues such as a newsletter or your website. Sample communications are available on the SCDE/Cognia partnership page at www.scde.onlinehelp.cognia.org.

Technical Requirements

Consider these suggestions to most effectively and efficiently manage the administration of the survey:
- Use laptop carts or rotate students into a computer lab (if available)
- Create a web page bookmark to the survey on computers to be used
- Ensure students have login credentials ready when starting the survey

In order to access the eProve Student Engagement Survey, participants should use one of the following:

Device	Browser	OS
Desktop	Chrome 55+ (Most current is 58)	Windows/Mac
Desktop	Safari 10+	Mac
Desktop	Firefox 49+	Windows/Mac
Desktop	IE 11+ (including IE Edge)	Windows
iPad	Chrome (latest version)	iOS 10
iPad	Safari (latest version)	iOS 10
iPhone 6/7	Chrome (latest version)	iOS 10
iPhone 6/7	Safari (latest version)	iOS 10
Samsung Galaxy Tablet	Chrome (latest version)	Android 6+
Samsung Galaxy Tablet	Android Browser (latest version)	Android 6+
Samsung Galaxy S7	Chrome (latest version)	Android 6+
Samsung Galaxy S7	Android Browser (latest version)	Android 6+

Text Complexity Analyses

The eProve Student Engagement Survey is offered in three formats, each written to reflect language that is appropriate for a particular grade band (elementary, middle, or high school). Multiple measures of text complexity[1] (i.e., Lexile, Educational Testing Service (ETS) TextEvaluator and Flesch Kincaid) indicate that students reading at grade level in the appropriate formats should not struggle with reading and interpreting survey questions or response choices. However, measuring text difficulty is not an exact science; you may find that some students need more assistance than others. Guidance for making such accommodations can be found in the section below.

Recommendations for Student Accommodations

Whenever possible, students with disabilities should participate in the eProve Student Engagement Survey. In general, students should be provided with accommodations that fall within the scope of their IEP or 504 plans. Questions not addressed in this guide should be referred to the institution's designated survey administrator.

Time Accommodations

Students with IEPs or 504 plans may need additional time to complete the survey and/or their accommodations could provide for short breaks during the allotted time for the survey. Any and all accommodations relative to time (e.g., breaks, time of day) should be followed during the administration of the survey.

Presentation and Response Accommodations

The eProve survey module's platform presents the text in a non-enlarged screen view; therefore, the institution is encouraged to allow students, if appropriate, to use equipment that presents the text in larger print. Supplemental devices (e.g., magnification device) can be utilized when administering the survey if the student utilizes these devices during daily instruction and the use of a supplemental device is stated in the IEP or 504 plan.

Individual students who have difficulty reading text may have the survey read aloud to them by a teacher, survey administrator, or other staff as designated and allowed. If students are grouped according to individually-determined needs for read aloud accommodation, mass administration would also be valid. If a read aloud accommodation is not in the student's IEP, the survey should not be administered via headphones either individually or in groups. If a student's IEP or 504 plan states that other accommodations are required for the student to complete the survey, then apply those accommodations as stated for survey completion. For example, students with a read-aloud accommodation can mark their responses on a paper version, and their responses can be transferred to the online format by the teacher or survey administrator. Non-verbal students may have an accommodation that enables them to participate and complete the survey; examples of accommodations might include students pointing or using their eyes to gaze at an item on the paper version or online format. If a non-verbal method is used, then the teacher or survey administrator records each response for the students.

Students should be reminded and monitored to answer each survey item regardless of the format they are using to ensure that the survey is completed and ready to be submitted.

Teachers or survey administrators can paraphrase instructions, questions, and/or the set of responses only for students with accommodations as allowed under their IEPs or 504 plans, provided the actual meaning of the text remains true to its original intention. To aid in simplifying the survey items for these students, Cognia has created a thesaurus for potentially challenging words along with alternate words (see below).

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[1] For a comprehensive summary of these text analyses, please refer to Appendix A, titled Cognia eProve Student Engagement Survey: Reading Level Analysis.

Cognia eProve Student Engagement Survey Thesaurus for Students with Accommodations

Grades 3–5 eProve Student Engagement Survey

Survey Term	Alternate Word
Bother	Trouble
Excited	Happy
Extra	More
Important	Major
Interesting or Interested	Fun
Learning Goals	Plan
Media Center	Library
Nervous	Scared
Okay	That's fine
On Task	Focus
Pretend	Act Like
Proud	Glad
Recess	Break
Technology	Computers

Grades 6–8 eProve Student Engagement Survey

Survey Term	Alternate Word
Exceed	Top or Pass
Expectations	Goals
Impress	Make happy
Motivate	Lead
Participate	Join in
Peers	Friends
Promoted	Moved up
Recognized	Known
Statement	Sentence
Wanders	Gets lost

Grades 9–12 eProve Student Engagement Survey

Survey Term	Alternate Word
Apply	Involve
At passing	At doing well
Challenging	Hard
Concept	Idea
Content	Happy
Contribute	Add
Engage	Do
Established	Set
Expectations	Goals
Extracurricular	After school
Influence	Change
Monitor	Keep track of
Participating	Joining in
Requirements	Work
Struggle	Try hard
Tempted	Want

For additional support with providing accommodations for students with disabilities, please consider visiting the following resources:

Colorado Department of Education

http://www.cde.state.co.us/cdesped/accommodationsmanual

Florida Department of Education

http://www.fldoe.org/core/fileparse.php/7567/urlt/0070069-accomm-educator.pdf

Kentucky Department of Education

https://education.ky.gov/teachers/PGES/TPGES/Documents/SVS%20materials%20and%20resources.pdf

New Jersey Department of Education

http://www.nj.gov/education/specialed/accom900.shtml

Virginia Department of Education
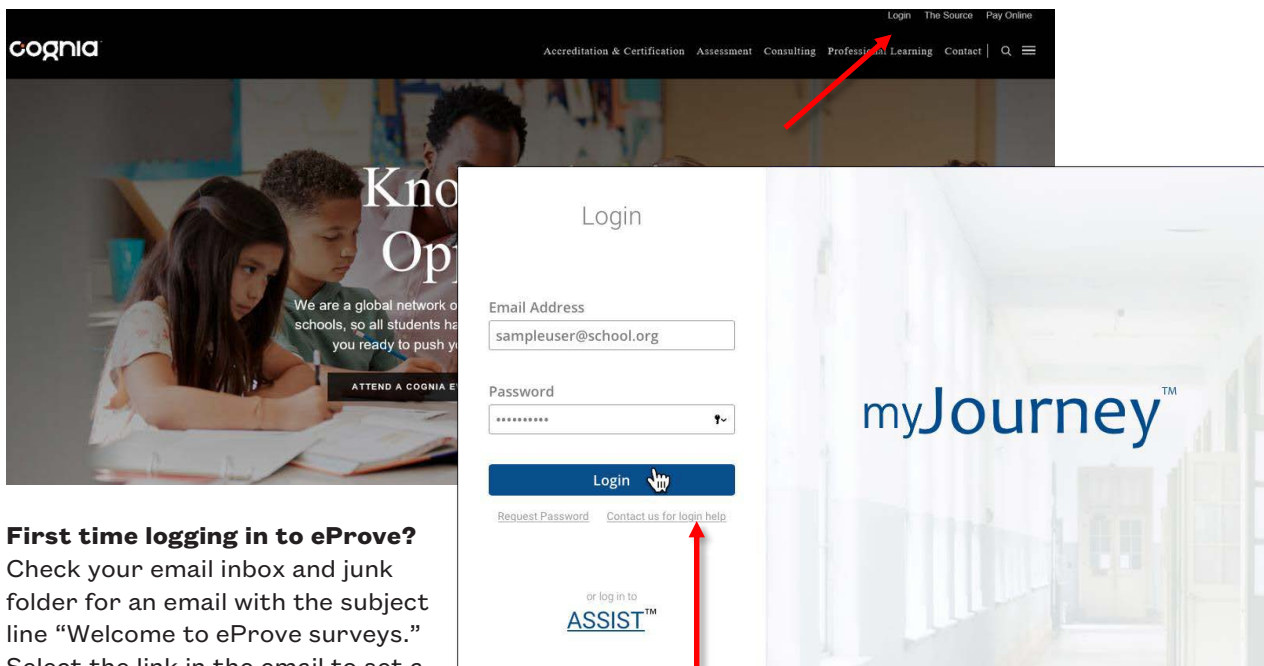
http://www.doe.virginia.gov/testing/participation/guidelines_for_special_test_accommodations.pdf

Survey Administration Process

The Student Engagement Surveys (SES) are administered online through the Cognia® eProve surveys system. All school principals, district superintendents, and District Accountability Coordinators have been assigned the necessary permissions to manage the survey administration process for their institution(s). Follow the steps outlined below to log in and manage the SES administration.

Logging In to eProve

Select the Log In link at: www.cognia.org to access the eProve platform. Enter your email address and eProve password on the myJourney™ Login page.
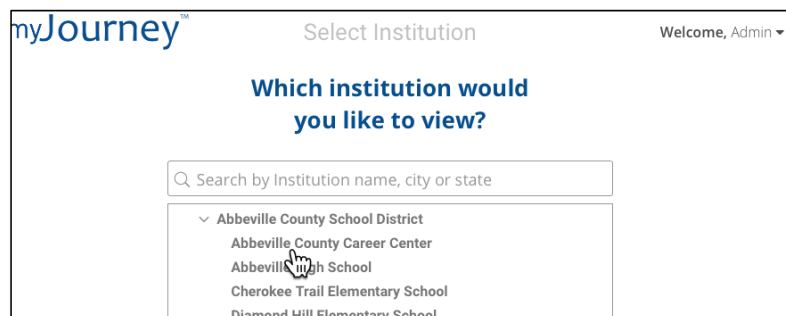

First time logging in to eProve?
Check your email inbox and junk folder for an email with the subject line "Welcome to eProve surveys." Select the link in the email to set a password and access the system.

Forget your password?
Use the links below the login button to reset your password and/or request support.

Upon logging in, users with district-level permissions or access to more than one school will be prompted to select the institution they want to view.

Use the search feature to narrow selection options.

Users with permissions to a single school will be taken directly to their school's myJourney dashboard. This dashboard provides a snapshot of the institution's activity and data, as well as streamlined navigation to access all eProve modules.

Scroll down to the eProve surveys section and select the ***Go to surveys*** button.
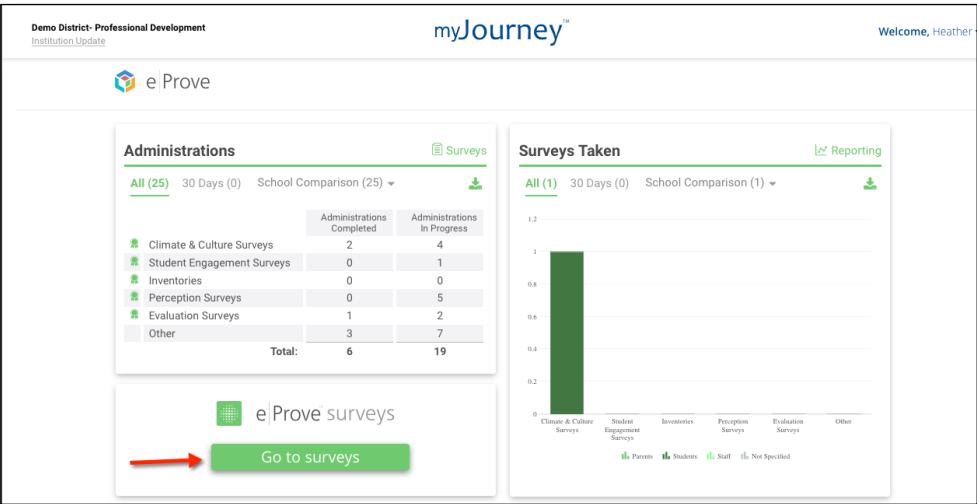
Identifying Surveys on the eProve surveys Landing Page

The *2019–20 South Carolina Student Engagement Surveys for Accountability* will be available for authorized users to view in eProve surveys at 8 a.m. on January 20, 2020. Authorized Admin users will be able to download the student roster and manage users and permissions at this time. The surveys will have a **Closed** status until February 3, 2020, at 8 a.m., and students will not be able to take the survey until that time.

Districts will have three *2019–20 South Carolina Student Engagement Surveys for Accountability*— elementary, middle, and high school.

All three will reflect an open date of February 3, 2020, and a close date of March 6, 2020.
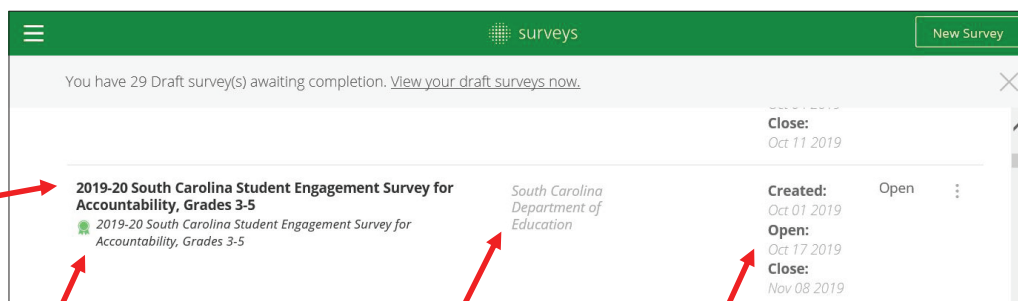
Schools will see only the survey(s) applicable to them based on their grade range of students.

For example a high school with students in grades 9–12 will only see a high school survey.

Note that additional surveys administered by the school/district may also be showing on the surveys landing page. These surveys do not pertain to this survey administration.

Survey Owner:
The "South Carolina Department of Education" is the owner of the 2019–20 South Carolina Student Engagement Surveys for Accountability.

Survey Status:
The survey status will be "Open" on February 3, 2020, at 8 a.m.

Accessing the Student Roster

The student roster for each institution's survey(s) has been pre-populated using a statewide roster provided by the South Carolina Department of Education. It is possible that students have moved in or out of your school/district since the roster was provided by SCDE on January 3, 2020. Requests to update the student roster can be submitted by your District Accountability Coordinator. The process for requesting changes is provided in the next section of this document.

Once you have located the survey(s) for your institution, you can download the student roster for that survey by selecting **Download Student Roster** from the action menu to the right of the survey status.
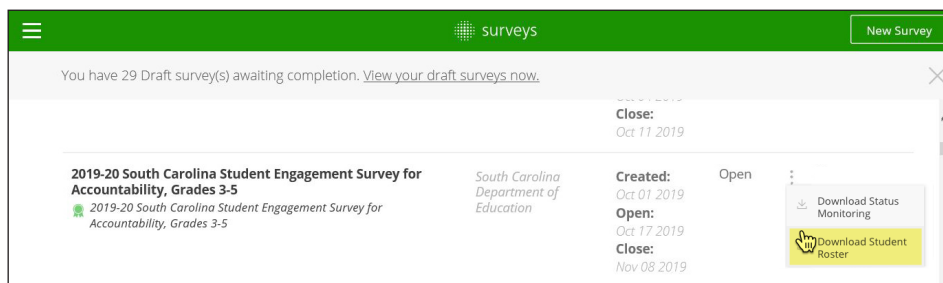
A report creation confirmation message will be displayed letting you know that a link to access the Student Roster Report will be emailed to you shortly. In most cases, the email is sent within a few seconds. However, based on the volume of roster downloads being processed at the time of your request, it could take up to a few minutes.
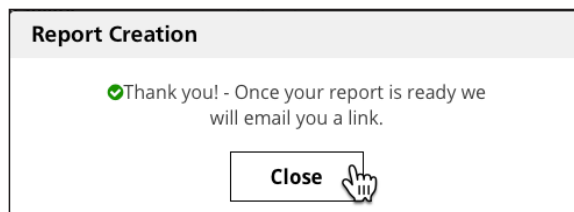
The subject line of the email will be "Your eProve™ Survey Report is available." If you can't locate the email in your inbox, check your junk folder. If after 10 minutes you still can't locate the email, contact Cognia Customer Support at 888.413.3669 or eProve@cognia.org.
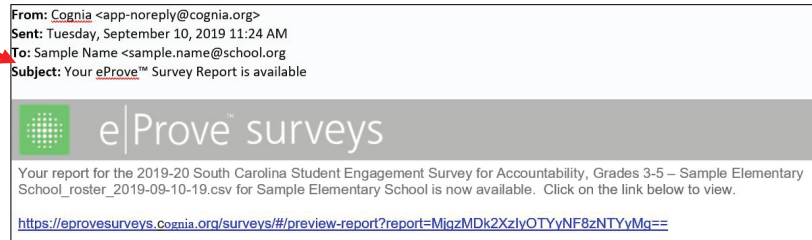
Upon receiving the email, select the link to access your Student Roster Report. If you are no longer logged in to the eProve surveys system, you will be asked to re-enter your login credentials. The Student Roster Report is provided as a CSV download.

	A	B	C	D	E	F	G	H	I	J	K
1	**Student Roster Report**										
2											
3	Administration Name	2019-20 South Carolina High School Student Engagement Survey for Accountability									
4	Administration Content	2019-20 South Carolina High School Student Engagement Survey for Accountability									
5	Administration Open Date	2/3/20									
6	Administration Close Date	3/6/20									
7	Report Date and Timestamp	3/13/20									
8	Institution Name	Elementary School A									
9	Institution HoA	Mr. Tom Jones									
10	Institution HoA Email	tjones@samplehs.org									
11	Institution HoA Phone Number	123.456.7891									
12	Institution PC	Ms. Susie Smith									
13	Institution PC Email	ssmith@samplehs.org									
14	Institution PC Phone Number	123.456.7891									
15	Total Students in Administration	219									
16	Total Sumitted	215									
17											
18	Student ID	First Name	Last Name	Status	Login ID	Login Name	Submitted Date	Student Grade	Gender	Race	Institution N
19	111-111111	Joe	Smith	Assigned	1587512487	Smi	NA	9	Male	W	Elementary
20	111-111112	Mary	Happy	Assigned	5875426845	Hap	NA	10	Female	W	Elementary
21	111-111113	Eddie	Jones	Submitted	1418782654	Jon	2/23/19	10	Male	W	Elementary
22	111-111114	Latoya	Fredricks	Submitted	4579985332	Fre	2/23/19	9	Female	B	Elementary
23	111-111115	Angela	Hillard	Submitted	6985547522	Hil	2/23/19	9	Female	B	Elementary

IMPORTANT NOTE
The Student Roster Report includes personally identifiable information (PII) and therefore can only be accessed by users with PII permissions. Learn more about this in the *Managing eProve Users and Permissions* section of this guide.

The Student Roster Report includes personally identifiable information (PII) including student ID, student name, and student demographic information from the state-provided roster. Most importantly, this file includes information needed for survey administration to students.

Student Survey Login
Columns E and F of the Student Roster Report provide information needed by students to access and complete their survey. Column E provides a unique 10-digit numeric Login ID for each student. This login ID is unique across all South Carolina students and all eProve surveys users. In addition to the Login ID, students will need to enter the first three characters of their last name. Column F provides this information.

Authorized district-level users with PII permissions can access and download the Student Roster Report for all students and schools within their jurisdiction. Selecting the *Download Student Roster* option from within the district's eProve survey account will provide a district-wide roster for the selected survey (e.g., elementary, middle, high).

Requesting Updates to the Student Roster

District Accountability Coordinators will serve as the central point of contact for all roster change requests. School administrators should notify their District Accountability Coordinator of all change requests. District Accountability Coordinators will submit all change requests via the online change roster template available in eProve. Dedicated Cognia staff are prepared to manage student roster change requests in partnership with District Accountability Coordinators and SCDE.

- Minor changes (such as the addition of two new students, not previously included in the original statewide roster) and bulk changes must be submitted using the Student Roster Change Request template in eProve. District Accountability Coordinators have access to this template, process steps, and business rules regarding allowable change requests.

- These change requests will be processed within 72 hours.

COGNIA CUSTOMER CARE

888.413.3669

IMPORTANT NOTE

- Do not email roster change requests to Cognia.

- Roster change requests submitted to Cognia by anyone other than District Accountability Coordinators will be referred back to the District Accountability Coordinator.

Preparing Teachers and Students for Survey Administration

District Accountability Coordinators will work with school administrators to determine the best way to facilitate the survey-taking process for all students using available technology devices. They will also work with school administrators and teachers to distribute student Login IDs, ensuring that each student receives their assigned Login ID from the Student Roster Report.

Staff facilitating the survey-taking process with students will receive direction from the District Accountability Coordinator on how best to facilitate the process. Sample survey administration scripts and guidance for each survey (elementary, middle, and high school) are available on the SCDE/Cognia partnership page at: www.scde.onlinehelp.cognia.org.

Accessing the eProve surveys Student Portal

All students, regardless of grade, school, or district, will access and complete their assigned survey through the eProve surveys Student Portal at www.eprovelearner.org. You may want to bookmark this link on devices students will be using to expedite the log-in process.

Upon accessing the Student Portal, students will need to provide three pieces of information to log in.

Note:
Students can view the Student Portal in English or Spanish by selecting a language here.

Students will:

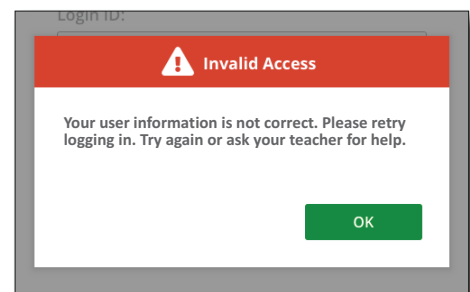Select **South Carolina** from the *Select your State* drop-down menu.

Enter their unique assigned **Login ID**. (Note: Validation will be performed against Column E of the Student Roster Report.)

Provide the **first three characters of their last name**.
(Note: Validation will be performed against Column F of the Student Roster Report.)

Select **Login**.

If the information provided by the student does not match information in the student roster, an Invalid Access message will be displayed telling the student to try logging in again and/or contact their teacher for assistance if they have received the message multiple times.

Select **OK** to close the message and return to the login screen.

Invalid Access

Your user information is not correct. Please retry logging in. Try again or ask your teacher for help.

OK

Secure Student Surveys

Please confirm your information.

Name: Joe Smith
Date of Birth: 07/18/2004
Grade Level: Grade 9
Student ID: 111-111111
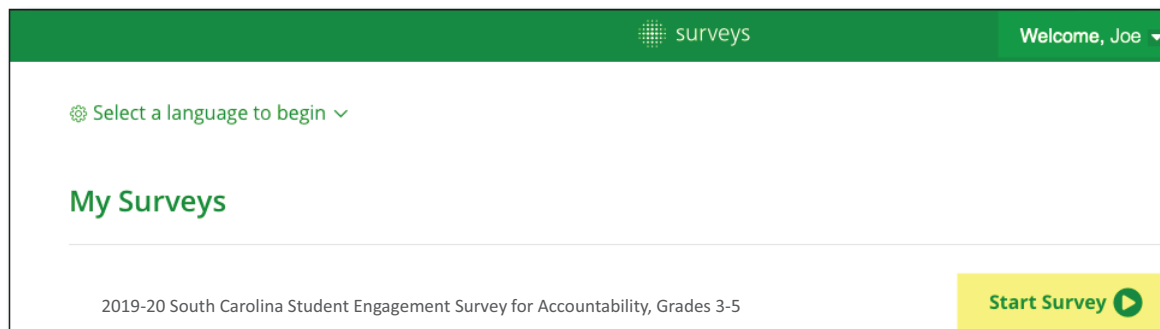
Is this you?

No   Yes

If the information provided by the student matches the student roster, information from the roster will be displayed, and the student will be prompted to confirm whether the information belongs to them.

Note: Student ID is the state-issued SUNS number. This is not the same as the Student Portal Login ID.

If the information displayed does not match the student who is attempting to log in and take the survey, he or she should select **No**. The student will be prompted to contact his or her teacher for assistance.

Is this you?
No   Yes

⚠ **Not Confirmed**
Please contact your teacher for help.
Cancel   Back to Login
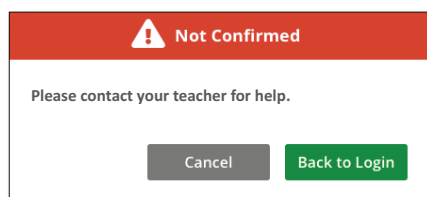
If the information displayed does match the student, the student should select **Yes** and proceed to his or her eProve surveys Student Portal.

⠿ surveys   Welcome, Joe ▾

⚙ Select a language to begin ⌄

My Surveys

2019-20 South Carolina Student Engagement Survey for Accountability, Grades 3-5   **Start Survey ▶**
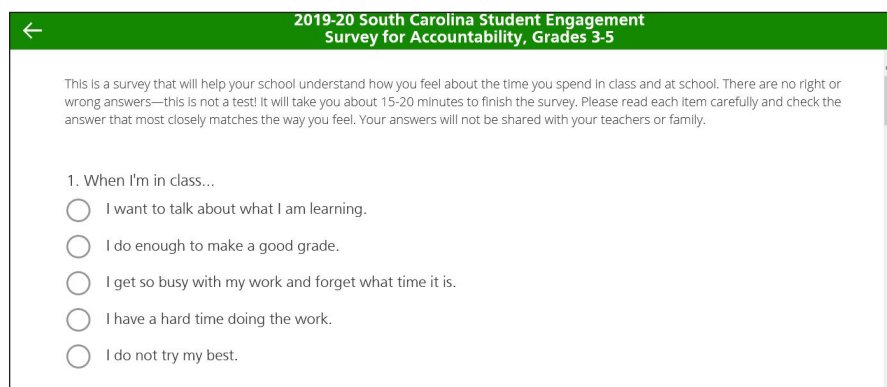
Upon successful login, the student will see the **2019–20 South Carolina Student Engagement Survey** on his or her Student Portal landing page. Each student should see only one survey. If more than one survey is available for a student, the teacher should notify the District Test Administrator.

Completing and Submitting the Survey

To begin taking the survey, the student should select the *Start Survey* link.

The student will be prompted to select a language to complete the survey. The student should select English or Spanish and select the green arrow to continue.

The student is immediately taken to the survey where he or she can read the brief instruction text and begin responding to survey items. There are no demographic questions in the survey. Each survey—elementary, middle, and high—contains 20 survey items, each comprising a statement or a question with five possible responses. Students select the one response that best represents their perception or option for each item.

← **2019-20 South Carolina Student Engagement Survey for Accountability, Grades 3-5**

This is a survey that will help your school understand how you feel about the time you spend in class and at school. There are no right or wrong answers—this is not a test! It will take you about 15-20 minutes to finish the survey. Please read each item carefully and check the answer that most closely matches the way you feel. Your answers will not be shared with your teachers or family.

1. When I'm in class…
○ I want to talk about what I am learning.
○ I do enough to make a good grade.
○ I get so busy with my work and forget what time it is.
○ I have a hard time doing the work.
○ I do not try my best.

Students will scroll down to complete all 20 items. Upon completion of all items, students will select the green arrow at the bottom of the survey to submit their responses. All 20 items require a response in order for the survey to be submitted. If a student attempts to submit the survey when there are one or more items without a response, all items with a missing response will be flagged with a red exclamation. The student will be redirected to the first item in the survey with a missing response. Upon responding to all flagged items, the student can submit the survey.

If a student logs out of the Student Portal, closes the browser window, or loses internet connection before submitting a fully completed survey, the responses are not saved. The student can always log back in using his or her unique credentials to complete the survey.

Upon submission, the student will be redirected to the Survey Portal landing page where he or she will see the survey is now grayed out and marked as a "Completed Survey." The student can no longer access the survey once it has been submitted.
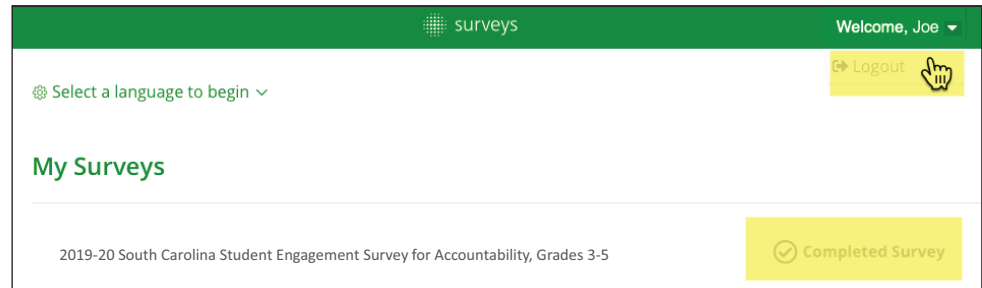
The student should log out of the student portal by selecting his or her name in the upper right-hand corner of the page and selecting **Logout**.

Monitoring Survey Completion

Authorized school and district administrators can monitor survey completion through the eProve surveys system. The count of respondents on the surveys landing page is updated in near real time as students submit their completed survey. You may need to refresh your browser window for counts to update if you've been viewing the same page for more than a few minutes.

District users will see the total number of respondents (submitted surveys) within the district.

Name	Owner	Respondents	Created	Status
2019-20 South Carolina Student Engagement Survey for Accountability, Grades 3-5 2019-20 South Carolina Student Engagement Survey for Accountability, Grades 3-5	*South Carolina Department of Education*	532	**Created:** *Oct 01 2019* **Open:** *Oct 17 2019* **Close:** *Nov 08 2019*	Open
2019-20 South Carolina Student Engagement Survey for Accountability, Grades 6-8 2019-20 South Carolina Student Engagement Survey for Accountability, Grades 6-8	*South Carolina Department of Education*	478	**Created:** *Oct 01 2019* **Open:** *Oct 17 2019* **Close:** *Nov 08 2019*	Open
2019-20 South Carolina Student Engagement Survey for Accountability, Grades 9-12 2019-20 South Carolina Student Engagement Survey for Accountability, Grades 9-12	*South Carolina Department of Education*	280	**Created:** *Oct 01 2019* **Open:** *Oct 17 2019* **Close:** *Nov 08 2019*	Open

Surveys — 126 surveys

School users will see the total number of respondents (submitted surveys) for their school.

Name	Owner	Respondents	Created	Status
2019-20 South Carolina Student Engagement Survey for Accountability, Grades 3-5 2019-20 South Carolina Student Engagement Survey for Accountability, Grades 3-5	*South Carolina Department of Education*	215	**Created:** *Oct 01 2019* **Open:** *Oct 17 2019* **Close:** *Nov 08 2019*	Open

Surveys — 126 surveys

A Status Monitoring Report is available for each survey. To access the report, select **Download Status Monitoring** from the action menu to the right of the survey status.

A Report Creation message will be displayed letting you know that an email will be sent with a link to download the report. In most cases, the email is sent within a few seconds. However, based on the volume of report downloads being processed at the time of your request, it could take up to a few minutes.

The subject line of the email will be "Your eProve™ Survey Report is available." If you can't locate the email in your inbox, check your junk folder. If after 10 minutes you still can't locate the email, contact Cognia Customer Support at 888.413.3669 or eProve@cognia.org.

From: Cognia <app-noreply@cognia.org>
Sent: Tuesday, September 10, 2019 11:24 AM
To: Sample Name <sample.name@school.org>
Subject: Your eProve™ Survey Report is available

e|Prove™ surveys

Your report for the 2019-20 South Carolina Student Engagement Survey for Accountability, Grades 3-5 – Sample Elementary School_statusmonitoring_2019-09-10-19.csv for Sample Elementary School is now available. Click on the link below to view.

https://eprovesurveys.cognia.org/surveys/#/preview-report?report=MjgzMDk2XzIyOTYyNF8zNTYyMg==

This link will expires in 90 days.

Upon receiving the email, select the link to access your Status Monitoring Report. If you are no longer logged in to the eProve surveys system, you will be asked to re-enter your login credentials. The Status Monitoring Report is provided as a CSV download.

The Status Monitoring Report provides the total count of students in the survey administration, as well as the total number of students who have submitted the survey.

At the district level, this report provides counts for each school within the district.

Status Monitoring Report						
Administration Name	2019-20 South Carolina High School Student Engagement Survey for Accountability					
Administration Open Date	2/3/20					
Administration Close Date	3/6/20					
Report Date and Time Stamp	3/1/19 19:31					
Institution Name	Sample School District					
Institution HOI	Mr. Tom Jones					
Institution HOI Email	tjones@samplehs.org					
Institution HOI Phone Number	123.456.7891					
Institution PC	Ms. Susie Smith					
Institution PC Email	ssmith@samplehs.org					
Institution PC Phone Number	123.456.7891					
Institution Name	State ID	AdvancED ID	Institution Type	Total Students in Administration	Total Submitted	HOI Last
Elementary School A	123457	789542	School	219	215	Hopper
Elementary School B	123458	789543	School	330	317	Sanchez
Elementary School C	123459	789544	School	410	40	Wu
Middle School D	123460	789545	School			Ellis
High School E	123461	789546	School			Baker

Sample District
Status Monitoring Report

For information regarding which students have or have not completed the survey, download the Student Roster Report.

This report provides the total count of students in the survey administration, as well as the total number of students who have submitted the survey, as well as a survey status (Column D) for each student.

There are two possible survey statuses, Assigned and Submitted. Every student's survey status will show as Assigned until the student submitted the survey. At that time, the status will be changed to Submitted, and Column G will reflect the date submitted.

The Student Roster Report includes personally identifiable information (PII) and is therefore only available to authorized users with PII permissions. Management of eProve users and permissions is covered in the next section of this report.

Student Roster Report

|	A	B	C	D	E	F	G	H	I	J	K
1	**Student Roster Report**										
2											
3	Administration Name	2019-20 South Carolina High School Student Engagement Survey for Accountability									
4	Administration Content	2019-20 South Carolina High School Student Engagement Survey for Accountability									
5	Administration Open Date	2/3/20									
6	Administration Close Date	3/6/20									
7	Report Date and Timestamp	02/22/2019 02:24pm									
8	Institution Name	Elementary School A									
9	Institution HoA	Mr. Tom Jones									
10	Institution HoA Email	tjones@samplehs.org									
11	Institution HoA Phone Number	123.456.7891									
12	Institution PC	Ms. Susie Smith									
13	Institution PC Email	ssmith@samplehs.org									
14	Institution PC Phone Number	123.456.7891									
15	Total Students in Administration	219									
16	Total Sumitted	215									
17											
18	Student ID	First Name	Last Name	Status	Login ID	Login Name	Submitted Date	Student Grade	Gender	Race	Institution
19	111-111111	Joe	Smith	Assigned	1587512487	Smi	NA	9	Male	W	Elementary
20	111-111112	Mary	Happy	Assigned	5875426845	Hap	NA	10	Female	W	Elementary
21	111-111113	Eddie	Jones	Submitted	1418782654	Jon	2/23/19	10	Male	W	Elementary
22	111-111114	Latoya	Fredricks	Submitted	4579985332	Fre	2/23/19	9	Female	B	Elementary
23	111-111115	Angela	Hillard	Submitted	6985547522	Hil	2/23/19	9	Female	B	Elementary
24	111-111116	Tommy	Beck-Roy	Submitted	6687475266	Bec	2/23/19	9	Male	A	Elementary
25	111-111117	Jason	Adams	Submitted	8987551437	Ada	2/23/19	11	Male	PI	Elementary

Sample School Student Roster Report

Managing eProve Users and Permissions

All school principals, district superintendents, and District Accountability Coordinators—as identified by SCDE—have been assigned an Administrator (Admin) role with PII permissions in eProve surveys for their applicable institution(s). All Admin users have the ability to add and edit users for their institution. District Admin users can add and edit users in their district account and any school within the district.

To access the Manage Users screen, open the action menu by selecting the menu icon in the upper right corner of the eProve surveys landing page. Then select **Manage Users** from the menu.
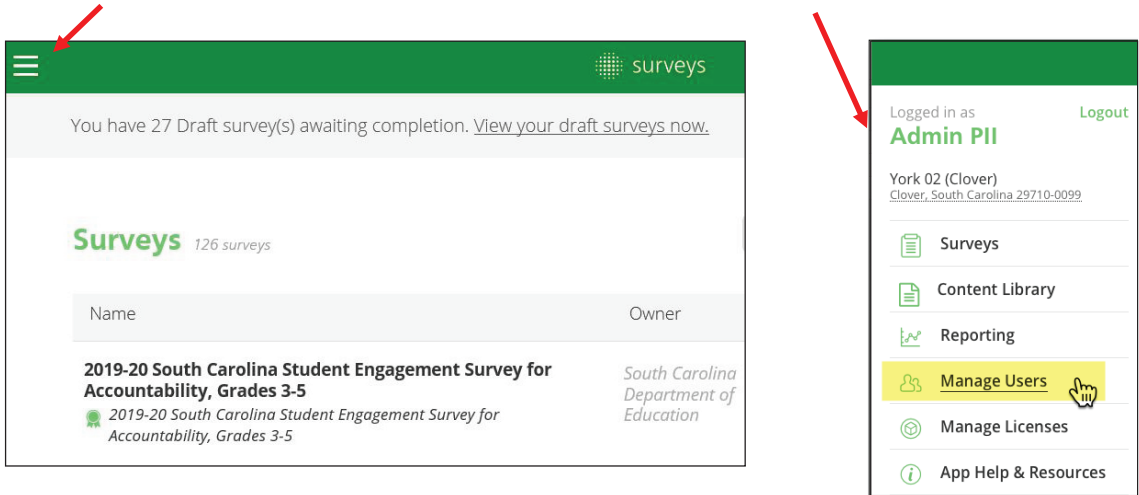
The Manage Users landing page lists all users who have access to the institution.
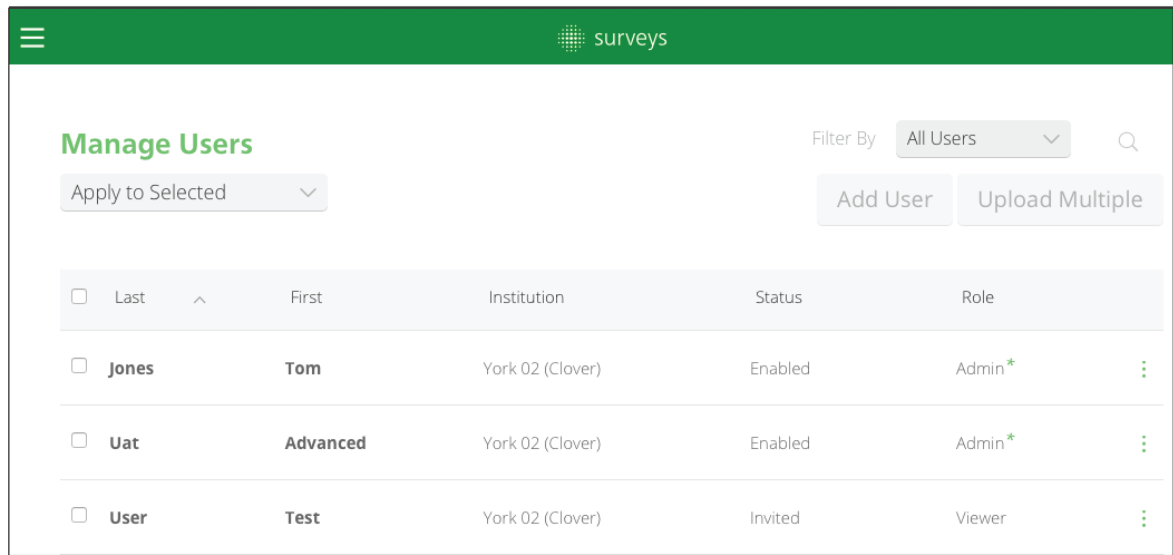
One of three possible roles will be assigned to each user:

User	Role
Admin	User can create and edit surveys, generate reports, and manage users.
Editor	User can create and edit surveys and generate reports.
Viewer	User can view surveys and reports.

Regardless of a user's assigned role, PII permissions may also be granted. PII permissions allow the user to access survey reports and student rosters that include personally identifiable information. Users with PII permissions are denoted on the Manage Users page with a green asterisk next to their role.

To add a new user, select **Add User** in the upper right corner of the screen.
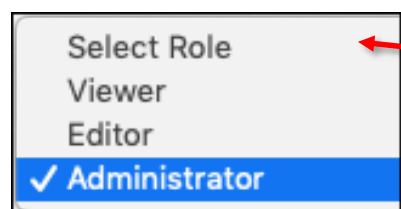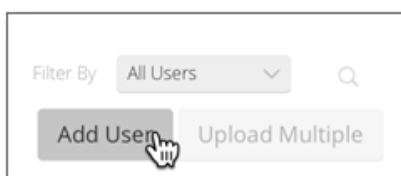
Provide the user's first and last name and email address.

Select the appropriate role from the drop-down menu. Ensure the box is checked to send the user an account access email if you want the user to be notified and prompted to set a login password.

Lastly, determine whether the user should be granted access to PII information.

Submit the information or Cancel to go back to the **Manage Users** screen.

Upon submitting a new user account with PII permissions, you will be prompted to acknowledge and confirm that PII access should be granted.

Select **I Accept** to continue or **Cancel** to go back.

New users will be added to the list of users on the Manage Users screen with a status of "Invited."

An email will be sent to the user notifying him or her of the account access and walking the user through the process to set a password.

Edit user roles and permissions by selecting **Edit** from the action menu next to the user's name.

Survey Results

Downloading a Basic Summary Report

A few days following the close of the survey administration window, a basic PDF summary report will be made available for download in eProve surveys. The report will provide each school and district with aggregate survey results for all of their students who completed the Student Engagement Survey. Results will be reported by survey—elementary, middle, and high. Schools, such as a K–8, will receive two reports, one for their elementary survey and one for the middle school survey.

Name	Owner	Respondents	Created	Status
2019-20 South Carolina Student Engagement Survey for Accountability, Grades 3-5	*South Carolina Department of Education*		**Created:** *Oct 01 2019* **Open:** *Oct 17 2019* **Close:** *Nov 08 2019*	Open
2019-20 South Carolina Student Engagement Survey for Accountability, Grades 3-5				

⤓ Download Student Roster

⤓ Download Status Monitoring

⤓ Download Summary Results

To access the report, select the ellipsis (three dots) in the right margin of the desired survey and select **Download Summary Results**. Keep in mind, this download option will not appear in the menu until a few days after the close of the statewide survey administration window.

A sample of the basic PDF summary report is available at: www.scde.onlinehelp.cognia.org.

Engagement Profile by Domain Over All

Behavioral

N - Number of Participants
% - Percentage of Participants per Category

■ Committed ■ Compliant ■ Disengaged ■ Mixed

N	Level of Commitment	%
12	Invested	38%
20	Immersed	62%

N	Level of Compliance	%
12	Strategic	38%
20	Ritual	62%

N	Level of Disengagement	%
12	Retreatism	38%
20	Rebellion	62%

Cognitive

N - Number of Participants
% - Percentage of Participants per Category

■ Committed ■ Compliant ■ Disengaged ■ Mixed

N	Level of Commitment	%
12	Invested	38%
20	Immersed	62%

N	Level of Compliance	%
12	Strategic	38%
20	Ritual	62%

N	Level of Disengagement	%
12	Retreatism	38%
20	Rebellion	62%

Expanded Reporting

A more detailed report of survey results, including disaggregation by subgroup, as well as school-to-district level comparison results, will be provided to each school and district approximately eight weeks following the close of the statewide survey administration window. The exact timeline and distribution process for these reports will be communicated in the coming weeks.

Appendix A

## Cognia eProve Student Engagement Survey: Reading Level Analysis

Methodology

The eProve Student Engagement Survey measures three domains (behavioral, cognitive, and emotional) using a range of five to seven items per domain. Each survey item's stem and corresponding responses were grouped and analyzed together to determine the reading level for that item. In all cases, text complexity was calculated based on Lexile scores and the measure from ETS's TextEvaluator.

Conclusion

All items in each grade band survey fall within the appropriate difficulty measures by grade bands (i.e., 3–5, 6–8 and 9–12) for both metrics. The charts below provide a more detailed examination of the item analysis by grade band and item number.
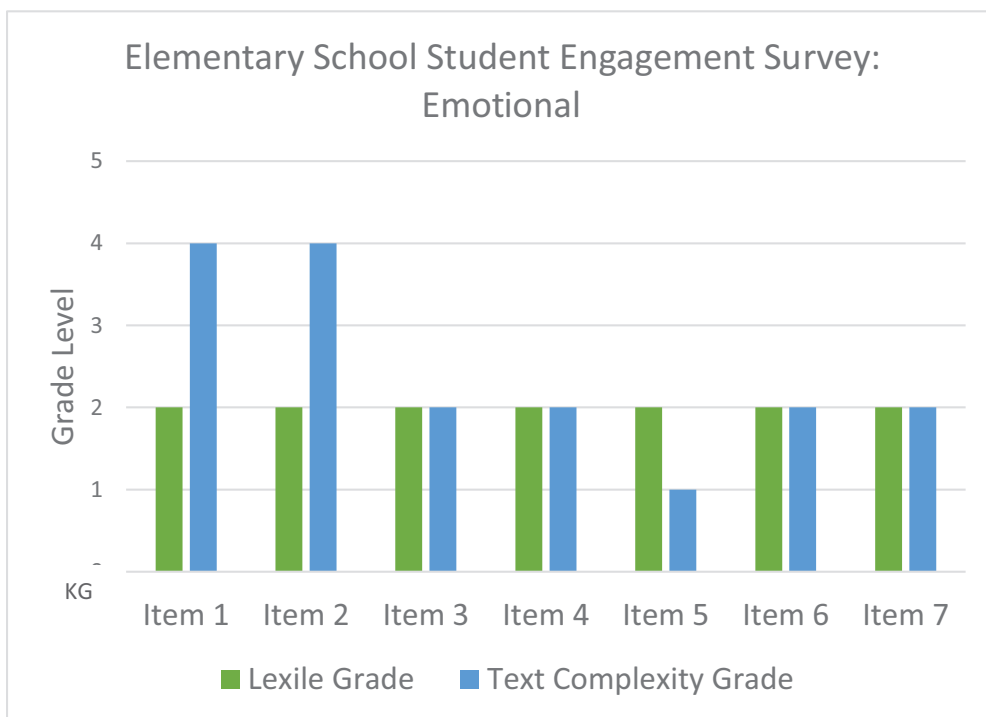
Elementary School Student Engagement Survey (Grades 3–5)

Elementary School Student Engagement Survey: Behavioral
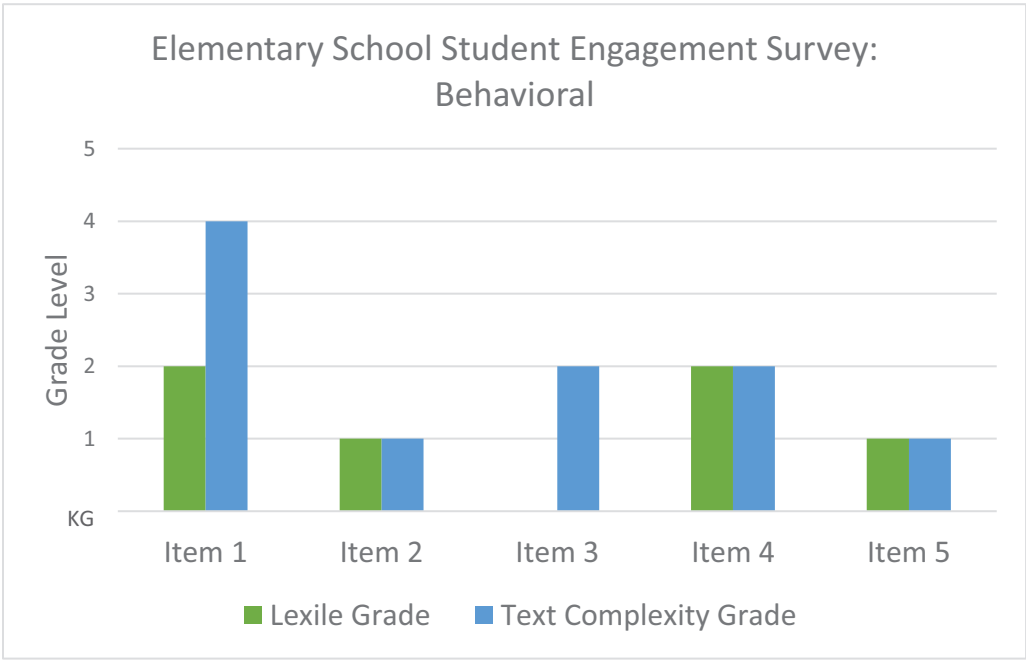
Note: There is no missing value for Item 3. The baseline of the x-axis indicates a kindergarten/basic grade-level score.

**Elementary School Student Engagement Survey: Cognitive**
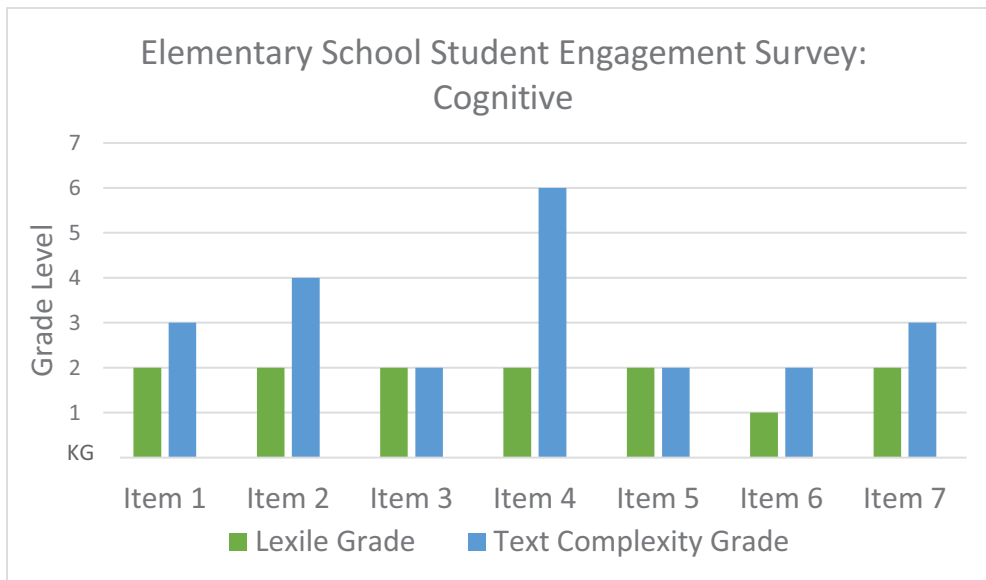
Note: A subsequent analysis of Item 4 considered the stem and each survey responses separately. This revealed that the reading levels were considered beginning reader for a kindergartner with the exception of one survey response, which is believed to be the cause of the discrepancy in the reading levels observed between the Lexile grade range and the text complexity grade.

Elementary School Student Engagement Survey: Emotional

## Middle School Student Engagement Survey (Grades 6–8)

Items in the middle school survey are arranged similarly to the elementary school survey (i.e., behavioral, cognitive, and emotional). Survey items are comparable but incorporate language more appropriate to the experience of a middle school student.

Middle School Student Engagement Survey: Behavioral
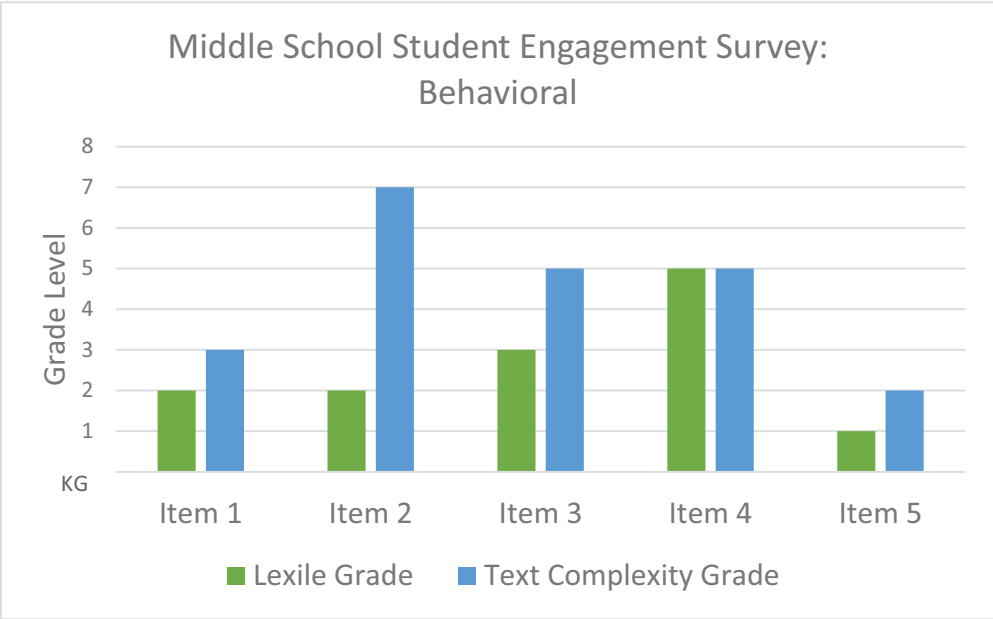
Note: Scores found to be *below* grade level were still deemed appropriate based on qualitative inspection. Item 2 was disaggregated by question stem and response, revealing Lexile scores that ranged from seventh grade to beginning reader, leading to the inconsistencies between the Lexile grade range and the text complexity grade to this factor.


Middle School Student Engagement Survey: Cognitive
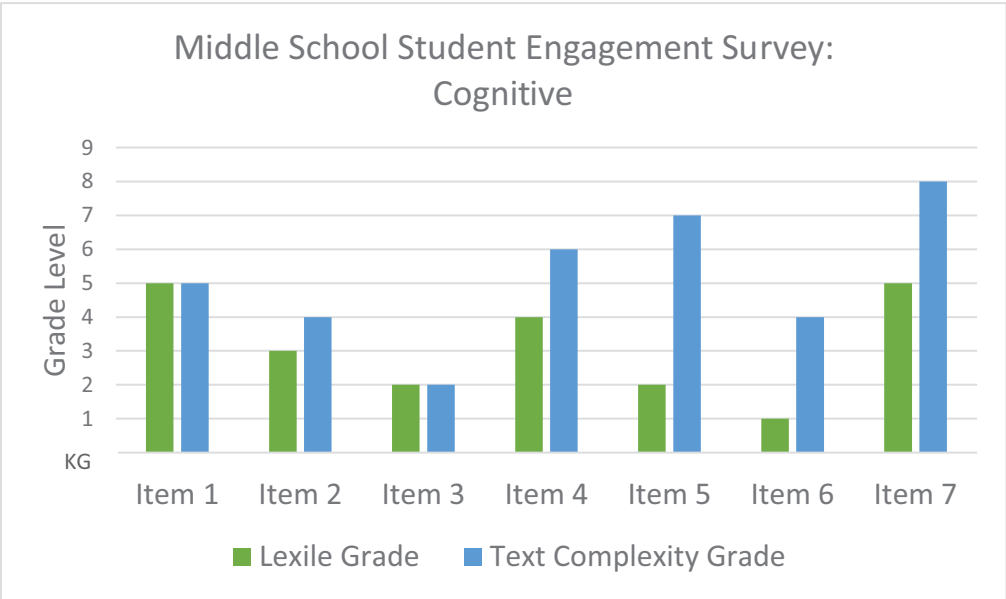
Note: Analyses of items in this domain revealed wider discrepancies than those for the other domains. However, none of the items exceeded the grade levels that correspond to the survey (i.e., 6, 7, and 8).

Middle School Student Engagement Survey: Emotional
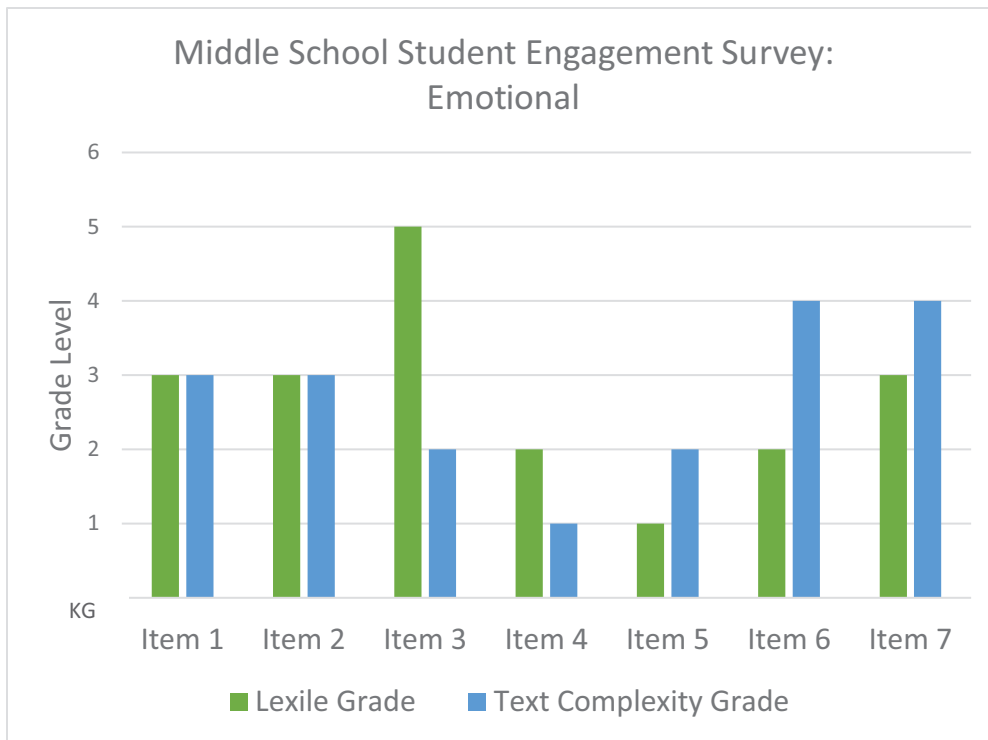
Note: A closer examination of Item 3 shows the Lexile scores for the stem and responses are within the range of 700L to 800L, the fourth and fifth grade range. TextEvaluator places the grade as below target grade 3. Given the range of grades, it is difficult to evaluate the exact grade for which this question is appropriate, but it has been concluded that a middle school student should be able to answer the question without difficulty.

## High School Student Engagement Survey (Grades 9–12)

Because high school students have different experiences than elementary or middle school students, the item stems and response options are written to reflect the increasing levels of students' maturity. However, items are not written with the intent of being more difficult simply for the sake of textual difficulty. As such, item analyses may not appear substantively different from those for the middle school survey.
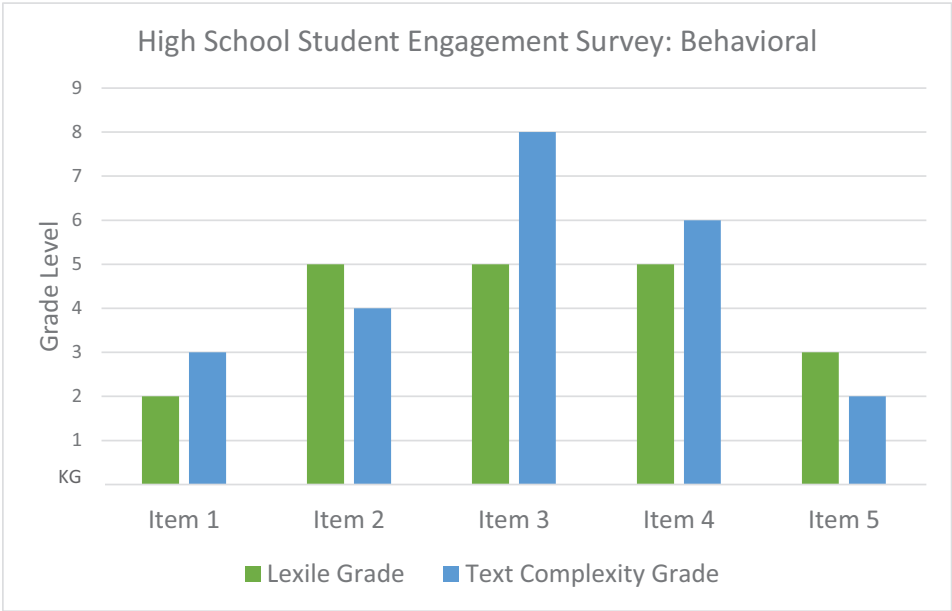
Note: The 900L to 1000L Lexile score for Item 3 can be categorized anywhere between grades 4 to 8. These scores can be difficult to interpret as a grade-level standard due to its representation of a norm group's median score. However, all interpretations still point to levels at which high school students should still be comfortable.

High School Student Engagement Survey: Cognitive
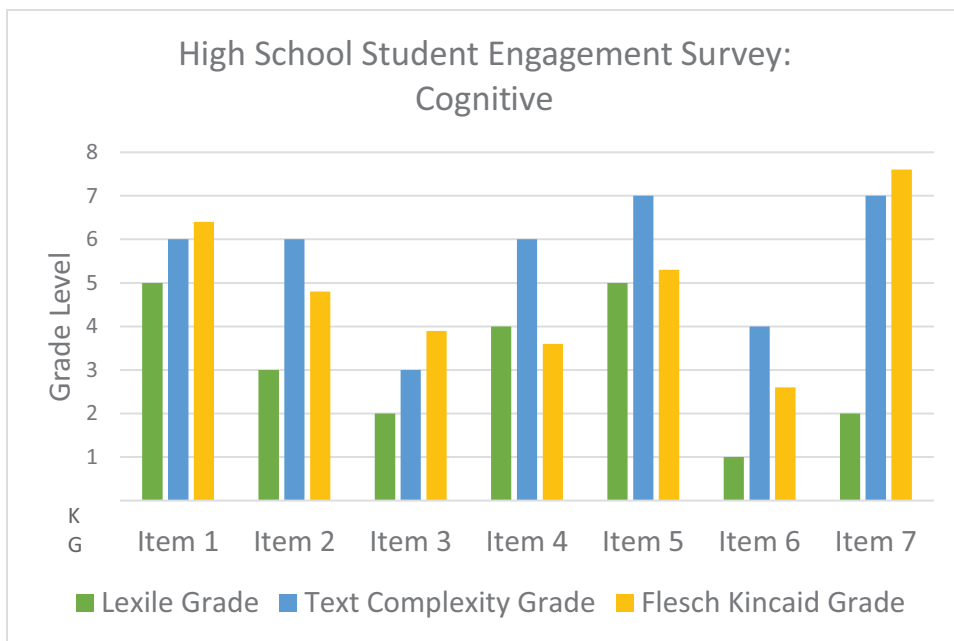
Note: Differences between text complexity and Lexile measures for items in the cognitive domain spanned a range of one to five grade levels. Due to this trend, the analysis was extended to include a third measure (Flesch-Kincaid) for added scrutiny. While no clear pattern emerged, for each item, there was consistency between at least two of the measures. Readability levels remain appropriate for most high school students.

High School Student Engagement Survey: Emotional
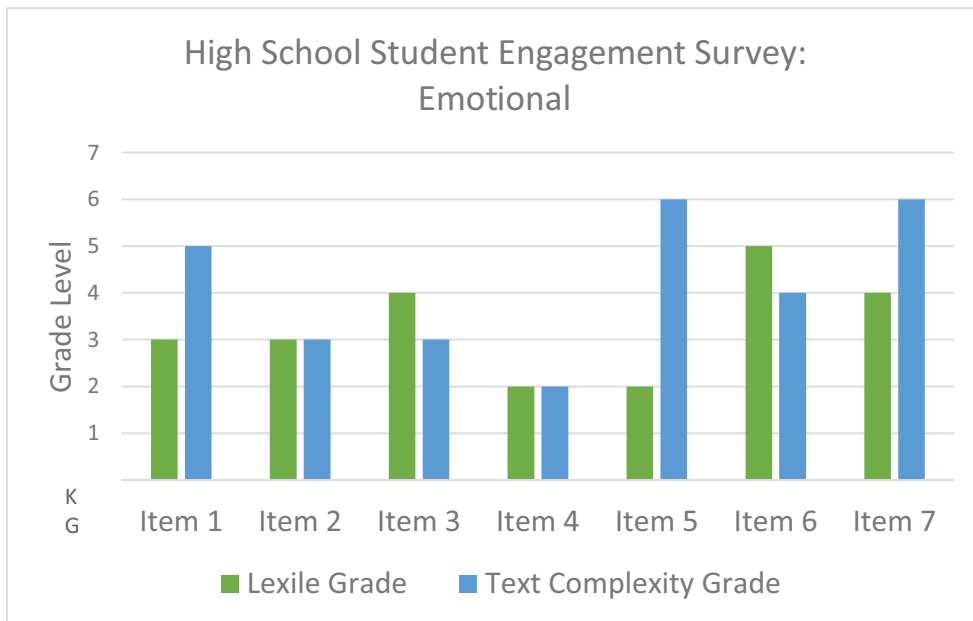
Note: No clear explanation emerged regarding the difference of four grade levels for Item 5. However, both measures indicate the item is appropriate for a high school audience in terms of text difficulty.