The graphic on the left side of the slide features a large, stylized letter 'C' composed of black and white curved segments. A solid red circle is positioned within the upper right portion of the 'C'.

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2019-20 South Carolina Student Engagement Survey

Training for District Administrators
and Accountability Coordinators

1

Agenda

- Resources and Support
- Preparing for Survey Administration
- Survey Administration
 - Accessing and Managing the Student Roster
 - Student Survey-Taking Process
 - Monitoring Survey Completion
- Survey Results

A small version of the Cognia logo, consisting of a stylized 'C' with a red dot, is located in the bottom left corner of the slide.

2



3

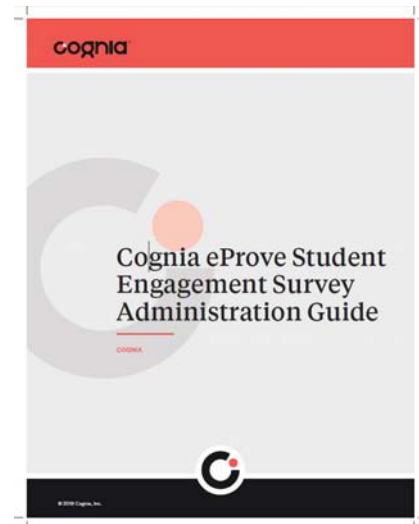


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Administration Guide

- Helpful information such as:
- Technical requirements
- Student accommodations
- Survey text complexity and Lexile levels
- Step-by-step administration guidelines

www.scde.onlinehelp.cognia.org



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Survey Administration Dates

Start Date: February 3, 2020

Close Date: March 6, 2020

Questions regarding the survey administration window?

Contact: South Carolina Department of Education

Ph. 803-734-8500 or reportcard@ed.sc.gov



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Student Engagement Surveys

Survey Name	Grade Levels
2019-20 South Carolina Elementary School Student Engagement Survey for Accountability	Grades 3 - 5
2019-20 South Carolina Middle School Student Engagement Survey for Accountability	Grades 6 - 8
2019-20 South Carolina High School Student Engagement Survey for Accountability	Grades 9-12



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Knowledge is Opportunity

We are a global network of enthusiastic educators here to help strengthen schools, so all students have the opportunities that knowledge brings. Are you ready to push your community of learners to a new level?

[ATTEND A COGNIA EVENT](#) [CONTACT US TO LEARN MORE](#)

www.cognia.org

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eProve Surveys: Permissions

Role: Administrator

Permissions:

- District Superintendents
- District Accountability Coordinators
- School Principals

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e|Prove surveys

Welcome to eProve Surveys!

You've been granted permission to use eProve surveys for the following institution:

South Carolina Department of Education

Please select the button below to access eProve Surveys.

Access eProve surveys

If you cannot view the links in this email, please copy and paste this URL into your browser:

<https://eprovesurveys.advanc-ed.org/surveys/>

Cognia Customer Care

888-413-3669

eProve@cognia.org

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	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Student Roster Report													
2														
3	Administration Name	2018-19 South Carolina High School Student Engagement Survey for Accountability												
4	Administration Content	2018-19 South Carolina High School Student Engagement Survey for Accountability												
5	Administration Open Date	2/19/19												
6	Administration Close Date	3/15/19												
7	Report Date and Timestamp	02/22/2019 02:24pm												
8	Institution Name	Sample High School												
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	Student Assigned	210												
16	Student Completed	2												
17														
18	Student ID	First Name	Last Name	Status	Login ID	Last Name	Completion Date	Student Grade	Gender	Race	Institution Name	Institution ID	AdvancED Institution ID	Parent Institution Name
19	111-111111	Joe	Smith	Assigned	1587512487	Smi	NA	9	Male	W	Sample High School	1234567	25688	Sample S
20	111-111112	Mary	Happy	Submitted	5875426845	Hap	2/22/19	10	Female	W	Sample High School	1234567	25688	Sample S
21	111-111113	Eddie	Jones	Submitted	1418782654	Jon	2/23/19	10	Male	W	Sample High School	1234567	25688	Sample S
22	111-111114	Latoya	Fredricks	Assigned	4579985332	Fre	NA	9	Female	B	Sample High School	1234567	25688	Sample S
23	111-111115	Angela	Hillard	Assigned	6985547522	Hil	NA	9	Female	B	Sample High School	1234567	25688	Sample S
24	111-111116	Tommy	Beck-Roy	Assigned	6687475266	Bec	NA	9	Male	A	Sample High School	1234567	25688	Sample S
25	111-111117	Jason	Adams	Assigned	8987551437	Ada	NA	11	Male	PI	Sample High School	1234567	25688	Sample S
26	111-111118	Hillary	Duffy	Assigned	7874522478	Duf	NA	9	Female	W	Sample High School	1234567	25688	Sample S

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	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Student Roster Report													
2														
3	Administration Name	2018-19 South Carolina High School Student Engagement Survey for Accountability												
4	Administration Content	2018-19 South Carolina High School Student Engagement Survey for Accountability												
5	Administration Open Date	2/19/19												
6	Administration Close Date	3/15/19												
7	Report Date and Timestamp	02/22/2019 02:24pm												
8	Institution Name	Sample High School												
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	Student Assigned	210												
16	Student Completed	2												
17														
18	Student ID	First Name	Last Name	Status	Login ID	Last Name	Completion Date	Student Grade	Gender	Race	Institution Name	Institution ID	AdvancED Institution ID	Parent Institution Name
19	111-111111	Joe	Smith	Assigned	1587512487	Smi	NA	9	Male	W	Sample High School	1234567	25688	Sample S
20	111-111112	Mary	Happy	Submitted	5875426845	Hap	2/22/19	10	Female	W	Sample High School	1234567	25688	Sample S
21	111-111113	Eddie	Jones	Submitted	1418782654	Jon	2/23/19	10	Male	W	Sample High School	1234567	25688	Sample S
22	111-111114	Latoya	Fredricks	Assigned	4579985332	Fre	NA	9	Female	B	Sample High School	1234567	25688	Sample S
23	111-111115	Angela	Hillard	Assigned	6985547522	Hil	NA	9	Female	B	Sample High School	1234567	25688	Sample S
24	111-111116	Tommy	Beck-Roy	Assigned	6687475266	Bec	NA	9	Male	A	Sample High School	1234567	25688	Sample S
25	111-111117	Jason	Adams	Assigned	8987551437	Ada	NA	11	Male	PI	Sample High School	1234567	25688	Sample S
26	111-111118	Hillary	Duffy	Assigned	7874522478	Duf	NA	9	Female	W	Sample High School	1234567	25688	Sample S

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Roster Change Requests

District Accountability Coordinators will serve as the central point of contact for all student roster change requests.

Examples of changes:

- Add a new student (new to state)
- Transfer within district
- Transfer from another district
- Name or grade level correction
- Removing a student

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Roster Change Requests

District Accountability Coordinators will submit all roster change requests via the online template provided on eProve surveys.

*Changes can take up to 72 hours to be reflected on the rosters

Cognia Customer Care

888-413-3669

eProve@cognia.org



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Roster Change Requests

Surveys 2 surveys

Filter by All All

Name	Owner	Respondents	Created	Status
2018-19 South Carolina Middle School Student Engagement Survey for Accountability 2018-19 South Carolina Middle School Student Engagement Survey for Accountability	South Carolina Department of Education	2	Created: Jan 18 2019 Open: Jan 24 2019 Close: Mar 15 2019	Open

[How surveys works](#)

- [Change Roster](#)
- [Download Student Roster](#)
- [Download Status Monitoring](#)



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Roster Change Requests


Student Roster Change Request

Select the button below to download the roster template and begin your Roster Change Request.

 **Download Roster Template**

Once the roster template is completed, upload your new roster file. Please include any comments you have below in the space provided.

Upload File
(10 MB limit)



Enter comments here. Please do not include any student information in this comment area.

Cancel

Submit



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Accessing the Surveys and Status Reports

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Getting Ready

www.eProvelearner.org

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2019-20 South Carolina Student Engagement Surveys for Accountability
Sample Survey Administration Scripts and Guidance

Elementary Survey Grades 3-5

Good (Morning, Afternoon),

Today, you will be taking a survey on your (computer/laptop/iPad, etc.) to help us know how you feel about learning and what is important to you about school. This is not a test. There are no right or wrong answers. Read each question or statement and pick the answer that is most like you. It is very important that you provide honest answers so that we have good information and know how to do better at our job and make school more fun.

All of the questions need an answer, so be sure not to skip any of them.

Do you have any questions before we begin?

<INSERT APPROPRIATE INSTRUCTIONS, such as "Now we are ready to begin. (Click or enter) the link to begin. On the login page, select South Carolina from the state dropdown menu. Then, in the Login ID box, enter the 10-digit number from the paper I gave to you. Be sure the paper has your name on it. Then, in the last box, type the first three letters of your last name. For example, my name is Ms. Smith, so I would enter s m i. Once all three boxes have been filled in, click login."

Take your time and have fun!

School Personnel Use Only:

*Note:

- Please provide all students the following website for the Cognia Student Portal: www.eprovelearner.org
- When students are on the login page, they must select South Carolina, enter their assigned Login ID and the first 3 characters of their last name.
- They will see a 2nd screen asking them to confirm whether or not they are the student shown.
- They will have unlimited attempts to login to the portal. Please assist them when asked.
- When they have successfully logged in, they will need to select **Start Survey**.
- All questions are required in order for students to select the green arrow at the end of the survey to submit.
- Students will be returned to their Student Portal dashboard, once the survey has been submitted. The survey will show as **Completed Survey**. The student will need to Log Out of the Student Portal.
- Students cannot access or retake the survey once it has been completed.
- School personnel are welcome to read each survey question and answers to students. Please be mindful to read the items without any expression, which may influence students to select a specific response.
- Please note that if you do read questions or answers to a student, you must not change the wording unless the student has such an accommodation designated in their IEP or 504 plan.

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Student Portal Login

www.eProvelearner.org

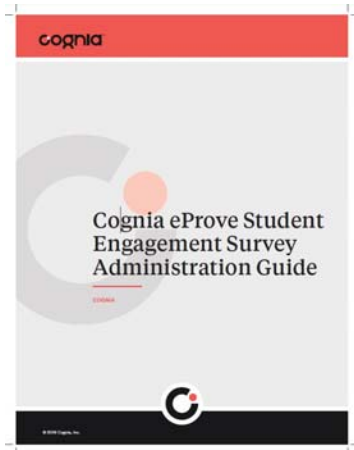
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Student Roster Report

First Name	Last Name	Status	Login ID	Last Name	Cor
Joe	Smith	Assigned	1587512487	Smi	NA
Mary	Happy	Submitted	5875426845	Hap	2/2
Eddie	Jones	Submitted	1418782654	Jon	2/2
Karoya	Fredricks	Assigned	4579985332	Fre	NA
Angela	Hillard	Assigned	6985547522	Hil	NA
Tommy	Beck-Roy	Assigned	6687475266	Bec	NA
Jason	Adams	Assigned	8987551437	Ada	NA

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Student Accommodations



In general, students should be provided with accommodations that fall within the scope of their IEP or 504 plans. Guidance regarding time, presentation and response accommodations are provided in the **Survey Administration Guide**.



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Status Monitoring Report

	A	B	C	D	E	F
1	2018-19 South Carolina Middle School Student Engagement Survey					
2	Status Monitoring Report					
3						
4	Administration Name	2018-19 South Carolina Middle School Student Engagement Survey for Accountability				
5	Administration Open Date	1/22/19 5:00				
6	Administration Close Date	2/16/19 4:59				
7	Report Date and Time Stamp	1/22/19 21:08				
8	Institution Name	Clover Middle School				
9	Institution HOI	Tom Jones				
10	Institution HOI Email	tjones@samplehs.org				
11	Institution HOI Phone Number	803-810-8300				
12	Institution PC	Susie Smith				
13	Institution PC Email	ssmith@samplehs.org				
14	Institution PC Phone	803-810-8300				
15						
16						
17						
18	Institution Name	State ID	AdvancED ID	Institution Type	Total Students Assigned	Total Students Completed
19	Clover Middle School	123456	210641	school	10	2



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Student Roster Report

	A	B	C	D	E	F	G	H	I	J	K
2	Student Roster Report										
3											
4	Administration Name	2018-19 South Carolina Middle School Student Engagement Survey for Accountability									
5	Administration Open Date	1/22/19 5:00									
6	Administration Close Date	2/16/19 4:59									
7	Report Date and Time Stamp	1/22/19 19:31									
8	Institution Name	York 02 (Clover)									
9	Institution HOI	Mr. Tom Jones									
10	Institution HOI Email	tjones@samplehs.org									
11	Institution HOI 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	Students Assigned	10									
16	Students Completed	2									
17											
18	Student ID	First Name	Last Name	Status	Login Last Name	Login ID	Completion Date	Student Grade	Date of Birth	Gender	Institution Name
19	1002609948	Donna	Stevens	Assigned	STE	1002609948	N/A	6	10/4/06	Female	Clover Middle School
20	1002609941	Mary	Smith	Assigned	SMT	1002609941	N/A	6	5/14/06	Female	Clover Middle School
21	1002609934	Nancy	Mason	Completed	M	1002609934	1/22/19	6	5/22/06	Female	Clover Middle School
22	1002609927	Jayden	Lopez	Assigned	LOP	1002609927	N/A	6	5/16/06	Male	Clover Middle School
23	1002609919	Maria	Frank	Assigned	FRA	1002609919	N/A	6	5/2/06	Female	Clover Middle School
24	1002609911	William	Evans	Completed	EVA	1002609911	1/22/19	6	10/16/06	Male	Clover Middle School
25	1002609903	Susan	Davis	Assigned	DAV	1002609903	N/A	6	5/9/06	Female	Clover Middle School
26	1002609895	Robert	Clark	Assigned	CLA	1002609895	N/A	8	2/15/04	Male	Clover Middle School

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Survey Results

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Survey Results

A basic survey summary report will be made available in eProve shortly after the close of the survey administration window (by the end of March 2020)



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Thank you!



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