



Instructions for Navigating the Perceptual Survey Feature on the NEP Secure

Prepared by

Office of Data, Research and Evaluation
Nebraska Department of Education
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Introduction

The perceptual survey initiative provides Nebraska public schools with the opportunity to administer surveys on school staff, students, and parents to measure their perceptions of the school climate. Survey results are then averaged across each subgroup and displayed as charts in this section of the NEP Secure to enable districts to assess areas of strength and areas needing improvement for each school building the survey is administered to.

In order to access this feature, an NDE Portal account first needs to be created here: <https://portal.education.ne.gov/>. Upon creating a user account, an activation code for the NEP Secure collection then needs to be obtained from the district administrator. Note that multiple activation codes may be obtained for multiple districts.

For further inquiries on how to obtain access to the NEP Secure collection, please direct an email to ADVISERHelp@nebraskacloud.org.

For specific inquiries on the perceptual survey feature, including any comments on the data or charts, please direct an email to NDE.Research@nebraska.gov.

Navigating the Perceptual Surveys Feature

1. Once you have successfully added the activation code for the NEP Secure in your NDE Portal account, click on the “Data Collections” tab.
2. Next, click on the “NEP Secure” data collection that is now made available to you.

1

Collections

Available You have access to this online Collection.
Please proceed by clicking on the name in Collection Name/Link column.


Status	Activation Code(s)	Collection Name/Link
Available	Edit/Remove	2018-2019 AQuESTT-EBA
Available	Edit/Remove	NEP Secure

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Online Enter your Activation Code for access to a collection by clicking on 'Add' under Request.

Status	Activation Code(s)	Collection Name
Available	Add	2015-2016 Part B Performance and Determination Report (ILCD)
Available	Add	2015-2016 Part C Performance and Determination Report (ILCD)
Closed		Adult Information Management System (AIMS)
Closed		Annual Financial Report – 2012-2013
Closed		Annual Financial Report – 2013-2014
Closed		Annual Financial Report – 2014-2015
Closed		Annual Financial Report – 2015-2016
Closed		Annual Financial Report – 2016-2017
Available	Add	Annual Financial Report – 2017-2018
Closed		Career Education Assets
Available	Add	Career Education: Program of Study Portal
Closed		Census Report 2016 (Census)
Closed		Census Report 2017(Census)
Available	Add	Census Report 2018 (Census)

3. If you have added the activation code of more than one district, you may select the district in the dropdown menu of which you would like to view the charts.
4. Then, click on “Perceptual Surveys” on the left panel.



Grand Island Public Schools

Districts You Have Access To:

GRAND ISLAND PUBLIC SCHOOLS 3

School:

VIEW DISTRICT PROFILE

At A Glance:

2017-2018

ABOUT

- NSCAS Scores
- Rates
- Demographics
- Teachers
- Financial
- Special Education
- Other Assessments
- Student Performance
- AQuESTT Reports
- Perceptual Surveys 4

DESCRIPTION PROVIDED BY THE SCHOOL DISTRICT

CONTACT INFORMATION

- Once you have selected the perceptual survey feature, you may choose the appropriate school year in the dropdown menu. Note that data will only exist for the school year during which your district has administered the perceptual surveys. This new feature is only made available for perceptual surveys beginning in the 2017-2018 school year.
- Upon selecting the school year, you can then select the survey respondent group: staff, students, or parents. Note that data will only exist for the respondent group selected by the district to receive the perceptual surveys.

At A Glance:

2018-2019 5

ABOUT

- NSCAS Scores
- Rates
- Demographics
- Teachers
- Financial
- Special Education
- Other Assessments
- Student Performance
- AQuESTT Reports
- Perceptual Surveys** 6
 - Staff
 - Students
 - Parents

Perceptual Surveys

Background:

The perceptual survey initiative provides Nebraska public schools with the opportunity to administer surveys on school staff, students, and parents. The results of these surveys are displayed as charts in this section of the NEP Secure to enable districts to analyze and act on the data.

Each district may request for the surveys on behalf of the schools, once every school year, via an online request form found here: <https://www.education.ne.gov/dataservices/resources/#1535652334484-a91353f1-008b>.

For further inquiries, please direct an email to NDE.Research@nebraska.gov.

Instructions:

For each type of survey respondent (staff, students, or parents), please first select a school, and then a chart type. Note that the charts will update as data comes in. The charts are scheduled to update on a weekly basis.

If a chart does not show up, it is likely that no survey data exists for the selected chart or school. If you are aware that the survey has already been administered for the relevant respondent (staff, student, or parent), please direct an email to NDE.Research@nebraska.gov to resolve the issue.

SELECT A SCHOOL Staff Response Export as PDF

No data available

7. You will then have to select the school whose charts you would like to view. Only the schools with at least 1 survey response will be made available for selection.

Instructions:

For each type of survey respondent (staff, students, or parents), please first select a school, and then a chart type. Note that the charts will update over time. The charts are scheduled to update on a weekly basis.

If a chart does not show up, it is likely that no survey data exists for the selected chart or school. If you are aware that the survey has already been completed for the relevant respondent (staff, student, or parent), please direct an email to NDE.Research@nebraska.gov to resolve the issue.

7

No data available

- SHELBY - RISING CITY HIGH SCHOOL
- SHELBY - RISING CITY ELEMENTARY SCHOOL
- SHELBY - RISING CITY MIDDLE SCHOOL

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- Then, select the chart type for the school. Due to the volume of survey data being sorted through on the NDE server, the chart may take several seconds to load when you switch between charts.

Instructions:

For each type of survey respondent (staff, students, or parents), please first select a school, and then a chart type. Note that the charts will update automatically. The charts are scheduled to update on a weekly basis.

If a chart does not show up, it is likely that no survey data exists for the selected chart or school. If you are aware that the survey has already been administered to a relevant respondent (staff, student, or parent), please direct an email to NDE.Research@nebraska.gov to resolve the issue.

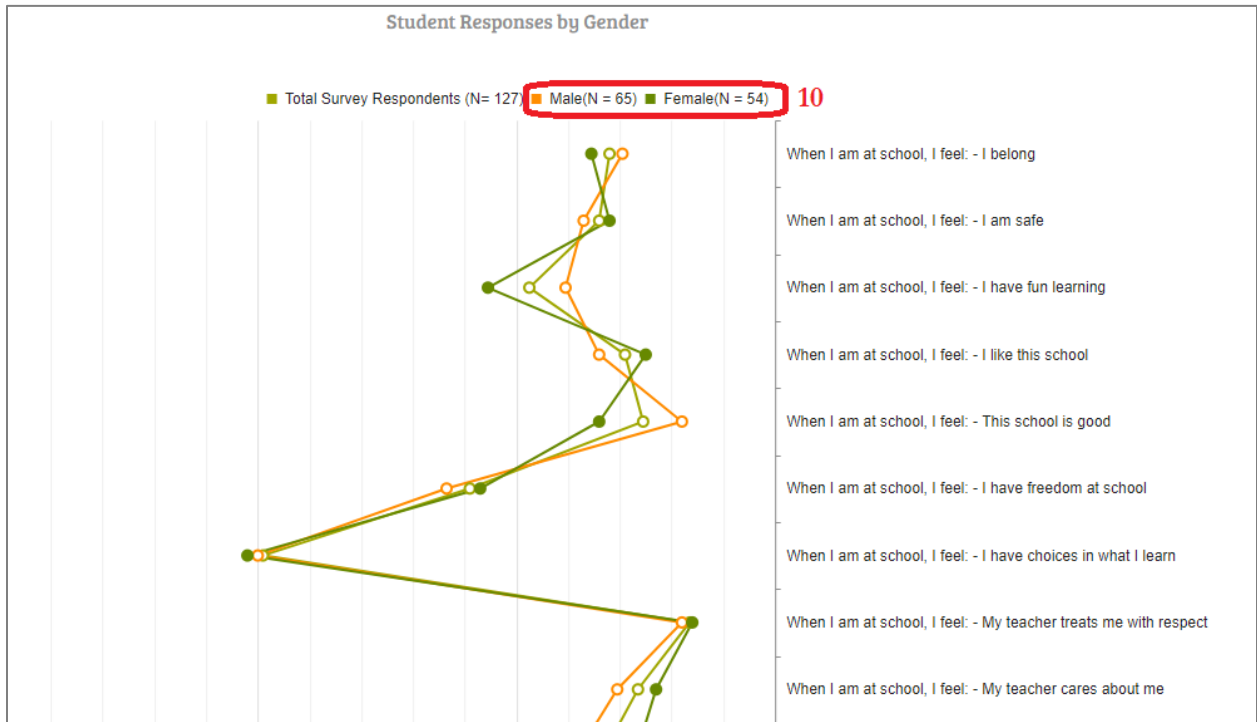
The screenshot shows a web interface for a school survey. At the top, there is a dropdown menu for the school, currently set to "SHELBY - RISING CITY ELEMENTARY SCHOOL". To its right is another dropdown menu for the chart type, currently set to "Staff Response", which is highlighted with a red box and a red number "8" above it. To the right of the chart type dropdown is an "Export as PDF" button. Below the dropdowns, there is a line chart with a yellow line and several data points. To the right of the chart, there is a list of survey responses, including:

- I feel: - that the staff cares about me
- I feel: - that learning can be fun
- I feel: - that learning is fun at this school
- I feel: - recognized for good work
- I feel: - intrinsically rewarded for doing my job well
- I feel: - clear about what my job is at this school
- I feel: - that others are clear about what my job is at this school
- I work with people who: - treat me with respect
- I work with people who: - listen if I have ideas about doing things better
- My administrators: - treat me with respect
- My administrators: - are effective instructional leaders

9. You may obtain the exact mean score for each of the survey items by hovering your mouse on the point. The mean score ranges from 1 (Strongly Disagree) to 5 (Strongly Agree).



10. Additionally, you may also choose for specific subgroups to be displayed on the chart by hovering over the subgroup in the legend (for example, Male) and then right-clicking on the mouse. You can then right-click on that same subgroup in the legend to revert the display.

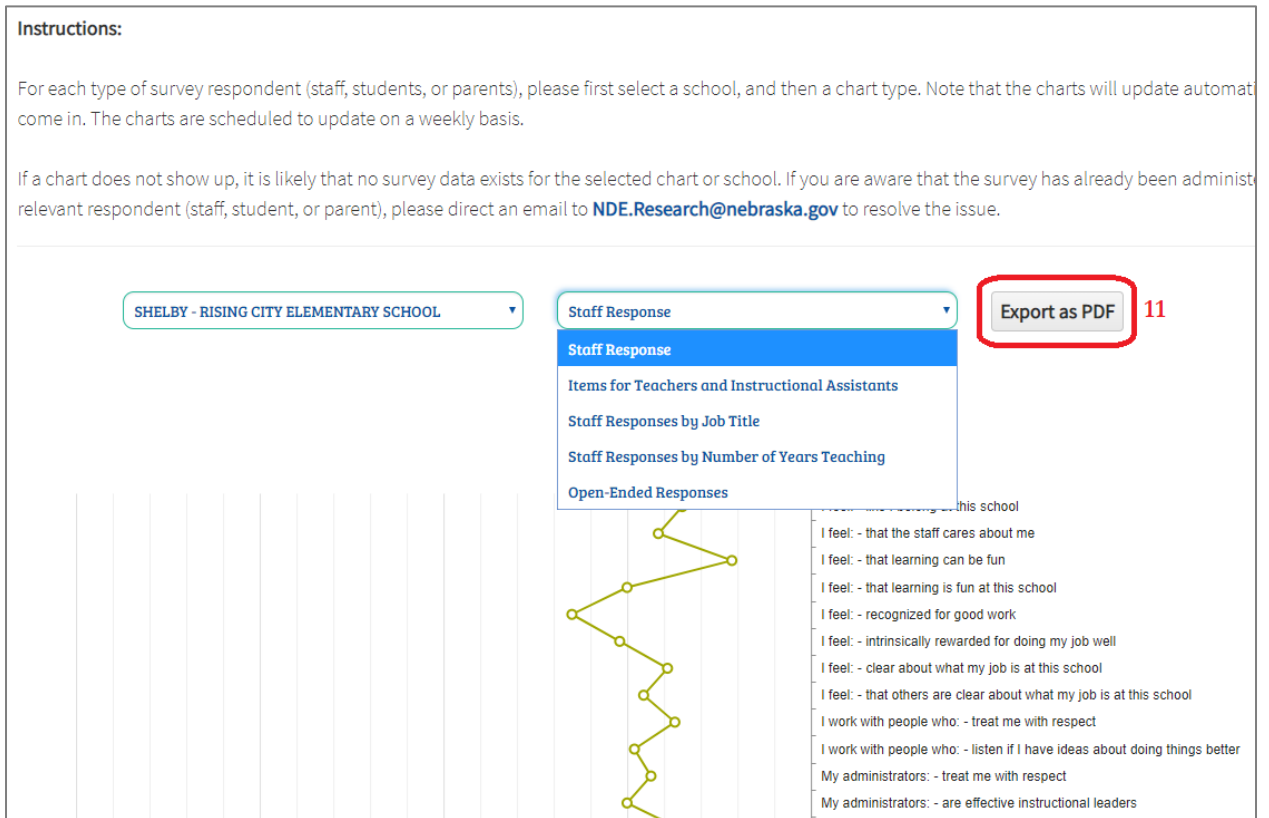


11. If you would like to export the charts into a PDF document for printing, for your records, or for sharing with other key stakeholders, please click on the “Export as PDF” button on the top right corner of each chart.

Instructions:

For each type of survey respondent (staff, students, or parents), please first select a school, and then a chart type. Note that the charts will update automatically. The charts are scheduled to update on a weekly basis.

If a chart does not show up, it is likely that no survey data exists for the selected chart or school. If you are aware that the survey has already been administered for the relevant respondent (staff, student, or parent), please direct an email to NDE.Research@nebraska.gov to resolve the issue.



SHELBY - RISING CITY ELEMENTARY SCHOOL ▾

Staff Response ▾

- Staff Response
- Items for Teachers and Instructional Assistants
- Staff Responses by Job Title
- Staff Responses by Number of Years Teaching
- Open-Ended Responses

Export as PDF 11

...this school

- I feel: - that the staff cares about me
- I feel: - that learning can be fun
- I feel: - that learning is fun at this school
- I feel: - recognized for good work
- I feel: - intrinsically rewarded for doing my job well
- I feel: - clear about what my job is at this school
- I feel: - that others are clear about what my job is at this school
- I work with people who: - treat me with respect
- I work with people who: - listen if I have ideas about doing things better
- My administrators: - treat me with respect
- My administrators: - are effective instructional leaders

12. The open-ended responses collected from the perceptual surveys are also displayed, verbatim, and can be downloaded into a PDF document.

The screenshot shows a web interface for survey analysis. At the top left, there is a dropdown menu with the text "WESTRIDGE MIDDLE SCHOOL,middle". To its right is another dropdown menu with the text "Open Ended Response". Below this second dropdown is a list of options: "Student Responses", "Student Responses by Gender", "Student Responses by Grade", "Student Responses by Ethnicity", "Student Responses by Race", and "Open Ended Response". The "Open Ended Response" option is highlighted in blue and circled in red. To the right of the dropdown menu is a button labeled "Export as PDF". On the left side of the interface, there is a question: "1. What do you like about this school?". Below the question is a list of bullet points: a blank dot, "Friends", a blank dot, "There is a lot of good teachers.", "It is a fun and safe learning environment.", a blank dot, a blank dot, a blank dot, a blank dot, a blank dot, a blank dot, a blank dot, a blank dot, and "I like the fact that we get to have the freedom in the morning, and getting to do sports for fun".