

This screencast will help you navigate the survey registration portal for the 2019 Minnesota Student Survey. The portal is meant to be a one stop shop for registration and survey administration resources. On this portal you will be able to register your district or school for the Minnesota Student Survey, assign individual school coordinators, get materials needed for administering the survey in your school or district, and contact our staff with any questions. Once you've started administering the survey, you'll also be able to see response rates for schools in your district.

We'll start here on the home page. If this is your first time on this page, you'll create a login by clicking sign up in the top right-hand corner of the window. Next, choose your district from the drop-down list, provide your contact information in the form, and click the register button. To get started on registering your district for the survey, you'll click on "Create New Registration". On this page you have the choice to either: 1) identify yourself as a school coordinator; or 2) identify someone else as a school coordinator. Let's start with identifying yourself as the school coordinator. Let's start by identifying yourself as a school coordinator - check the box and click to continue. Next, click on the button to add a new school. Select the correct school from the list of schools in your district, along with the month in which you plan to administer the survey. Use the check boxes to note which grades the survey will be administered to within this school. Be sure to check the PPRA requirements box (if applicable) Note that any of this information can be updated later by clicking on the edit link, so if you decide to administer in additional grades, or decide to change your administration date, you have plenty of opportunities to do so. If you have any additional information you wish to provide to our team, such as adding additional grades in which to administer the survey, please use this "additional information" box. Finally, click to "submit" each record at the bottom of the page. One other option is to upload many schools at once. To do so, download the excel file linked on this page, enter each school record, then submit this file to our team via email. Once you hit submit, you'll receive a confirmation email listing the schools you registered for the survey, the month of administration, and the grades participating in the survey for each school.

Once you've registered the schools in your district, you can use the "View/Update Registration" menu to edit and delete schools and update contact information for the coordinators you assigned to schools in your district. Click on the "contact" tab to change contact information or the "permissions" tab to authorize additional users. Finally, at the top of the page you can access helpful documents and resources for the survey administration. This includes instruction packets and resources for school coordinators to use while administering the survey. If you have any questions about the registration and survey administration portal, please feel free to contact Jill Carle at 877.328.0884 ext. 105 or jcarle@gibsonconsult.com. Thank you!