CalSCHLS

Guide to Understanding and Sharing Your Survey Link File

The survey link file is a spreadsheet that contains a list of unique survey links that you will need to distribute for survey administration.

Receiving your Survey Link File

You will receive the survey link file via email from your TA after they have received your signed MOU and have reviewed your registration selections. If your TA has questions about your survey selections, they will contact you directly before sending the survey link file.

Reading your Survey Link File

The survey link file is a spreadsheet with one school in each row. The rows are grouped by survey type (Elementary, Middle, High, Staff, Parent) and color-coded. Each row includes the survey type, district name, CDS code, school name, URL, and modules selected for that school.

Schools each have a unique URL for student, staff, and parent surveys. Each school only has one URL for student surveys even if they are administering to separate grade levels, such as Elementary and Middle.

When working with your file, you may want to expand the URL column so the entire contents are visible.

When reviewing your survey link file, you should confirm that all schools are included and that they are set up for the correct surveys/modules. If any changes need to be made, please contact your TA.

Screenshot of sample link file:

	survey_type	district_name	school_id	school_name	url	survey_module
1						
2	Elementary Survey	Survey Testing 1	99999999999995	Survey Testing - School A	https://wested.ugam-apps.com/wed/ts/y7e	Core
3	Elementary Survey	Survey Testing 1	99999999999996	Survey Testing - School B	https://wested.ugam-apps.com/wed/ts/n9h	Core
4	Middle School Survey	Survey Testing 1	99999999999995	Survey Testing - School A	https://wested.ugam-apps.com/wed/ts/y7e	Core
5	Middle School Survey	Survey Testing 1	99999999999996	Survey Testing - School B	https://wested.ugam-apps.com/wed/ts/n9h	Core
6	High School Survey	Survey Testing 1	99999999999995	Survey Testing - School A	https://wested.ugam-apps.com/wed/ts/y7e	Core
7	High School Survey	Survey Testing 1	99999999999996	Survey Testing - School B	https://wested.ugam-apps.com/wed/ts/n9h	Core
8	Staff Survey	Survey Testing 1	99999999999995	Survey Testing - School A	https://wested.ugam-apps.com/wed/ts/d6n	Core
9	Staff Survey	Survey Testing 1	99999999999996	Survey Testing - School B	https://wested.ugam-apps.com/wed/ts/i5k	Core
10	Parent Survey	Survey Testing 1	99999999999995	Survey Testing - School A	https://wested.ugam-apps.com/wed/ts/p5m	Core
11	Parent Survey	Survey Testing 1	99999999999996	Survey Testing - School B	https://wested.ugam-apps.com/wed/ts/h7r	Core

Sharing Your Survey Links

Once you have confirmed that all schools/surveys are included, you may forward the links to your students, staff, and parents. The surveys are live, so anyone with a link may take that survey. You may distribute the links via any communication platform you use, such as email or an online learning platform (Google Classroom, Blackboard, Zoom, etc.). Though the staff and parent surveys can be sent directly to respondents, the student survey is designed to be administered in a proctored setting.

We have sample letters you can send to students, staff, and parents to distribute your survey links. We also have a Student Slide Deck for use in student survey administration that walks students though the first steps of the survey.

Firewalls

If you have a firewall that blocks access to the survey, you may need to reach out to your IT department to whitelist the following URLs:

https://wested.ugam-apps.com/wested/ts

https://westedk12enterprise.co1.qualtrics.com/

If you have additional questions, please email calschls@wested.org with a clear subject line so we can route your question to the appropriate support personnel.