



Monitoring Teacher and Student Survey Response Activity within PowerSchool

POWERSCHOOL REPORTS FOR TEACHER AND SCHOOL CLIMATE SURVEYS

Districts cannot see Report Card School Climate Survey responses in PowerSchool, but two separate tools are available to assist with gauging Teacher Survey and Student Survey participation within PowerSchool:

- **SCDE School Climate Survey Response Reports – [video demo](#)**

These two reports have been designed specifically for SCDE School Climate Surveys. All fields in these reports are sortable. Additionally, PowerSchool administrators can search the entire dataset using the search box available in the top right-hand corner of the screen or search each individual column using the search box provided as part of the column. Results can be exported to a csv file using the “csv” button available in the top left-hand corner of the page. These reports can be run from the district level for one or more schools within the district and from the school level for a given school. They are:

- ***Students Climate Survey Response Report***

- Records will be displayed for all active students in grades three and up for the survey and schools selected.
- The Student School Climate Survey to select for school year 2023-2024 is the following: **“2024 Student School Climate Survey.”**
- If a student has submitted a response for the survey, the report will show *Completed* in the “Completed” column; if a response has not been submitted, *Not Submitted* will be displayed in that column.
- There will be one record per student in the report.

- ***Teacher Climate Survey Response Report***

- Records will be displayed for active teachers/staff members who have access to Teacher Portal for the survey and schools selected.
- The Teacher School Climate Survey to select for school year 2023-2024 is the following: **“2024 Teacher School Climate Survey.”**
- If a teacher/staff member has submitted a response for the survey for a particular school where the teacher/staff member is active, then the report will show *Completed* in the “Completed” column; if a response has not been submitted, *Not Submitted* will be displayed in that column.
- If a teacher/staff member is associated with more than one school, then multiple rows will be displayed for that teacher/staff member: one row per school with which the teacher/staff member is associated.

- **Category Completion Report – [video demo](#)**

The Category Completion Report has been enhanced to improve usability with SCDE School Climate Surveys in mind. It is now possible to filter down to a specific survey from the Category Completion Report. Additionally, subsets of students or staff may be selected from PowerSchool’s native selection functionality from the Start page, and that subset may be viewed from within the Category Completion Report. The Category Completion report can be utilized at the district level or at the school level and may be exported to JSON, XML, CSV, or PDF files.

- The Category Completion Report displays the submission status for all Ecollect forms within a form category; in the case of Report Card School Climate Surveys, the category is the following:
 - **“SCDE School Climate.”**
- The Ecollect forms to select for school year 2023-2024 are the following:
 - **“2024 Student School Climate Survey”**
 - **“2024 Teacher School Climate Survey”**

This document details where to find these reports within PowerSchool’s old and new user interfaces and provides links to video demonstrations of these reports.

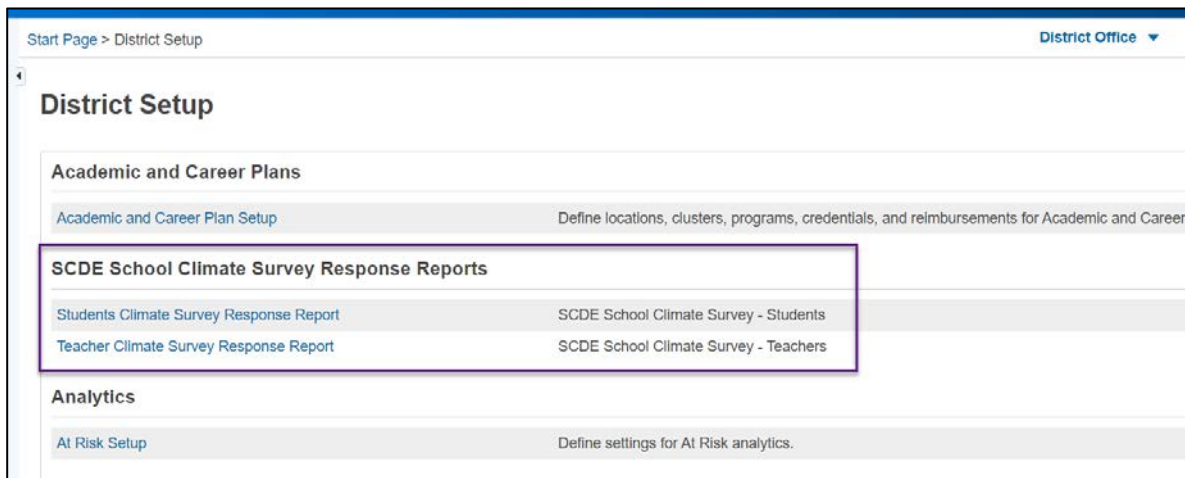


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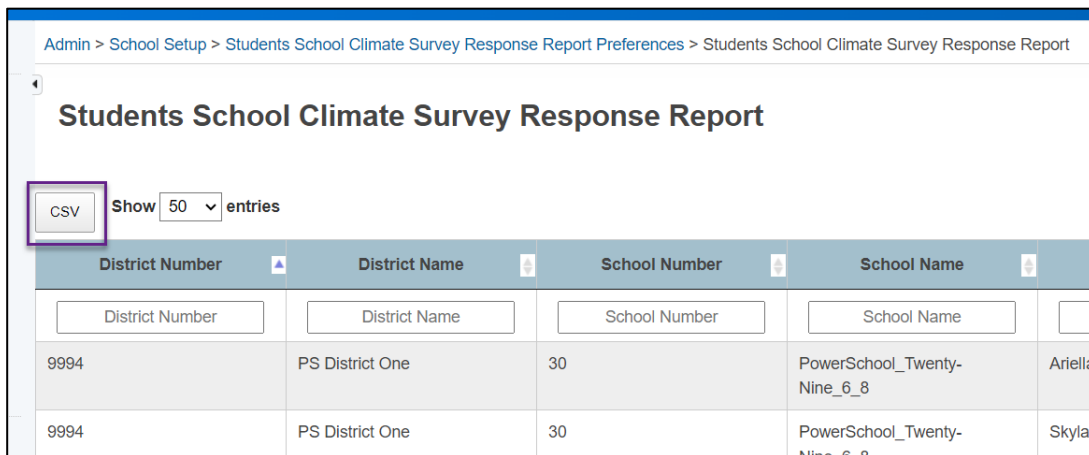
I. Response Reports

Instructions for users of the OLD PowerSchool user interface:

1. From the Start page at the district level or school level, locate the Setup section of the navigation. Select “District” if at the district level and select “School” if at the school level.
2. On the Setup page that appears for the District or School, locate the section called SCDE School Climate Survey Response Reports, and select the desired report. There are two reports available, one to assist with gauging student participation and one to assist with gauging teacher participation.



3. From the “Select Run Option” dropdown, select the title of the current year’s school climate survey (for example, “2024 STUDENT SCHOOL CLIMATE SURVEY”).
4. In the Select Schools section of the page, if at the district level, select the desired schools (all schools may be selected). If at the school level, ensure that the box is checked for the school.
5. Click the Submit button.
6. Filter the report as needed. Note that the report may be exported to a csv file by clicking the button labeled “csv.”

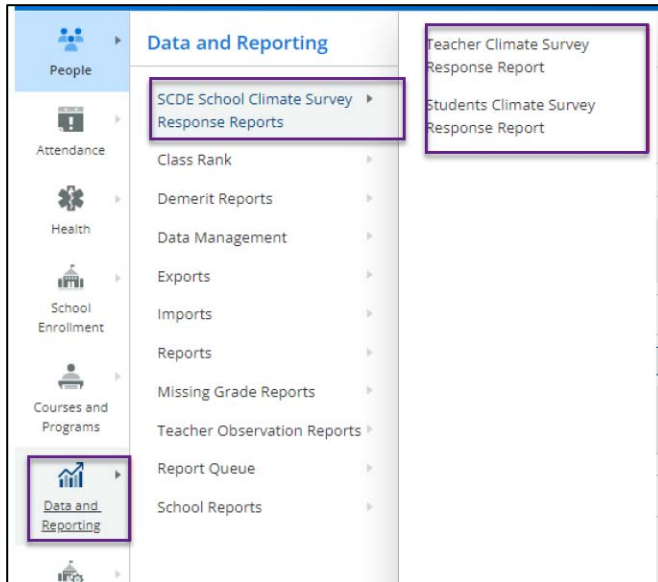




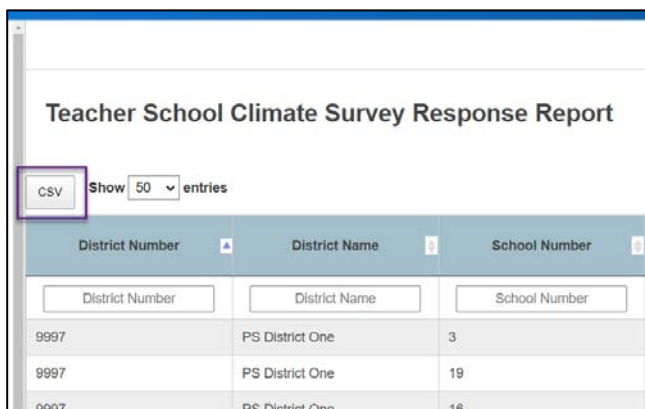
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Instructions for users of the NEW PowerSchool user interface:

1. From the Start page at the district level or school level, click on the “Data and Reporting” link in the left-hand navigation section, and then locate the “SCDE School Climate Survey Response Reports” link. From there, select the desired report: either the “Teacher Climate Survey Response Report” or the “Students Climate Survey Response Report.”



2. From the “Select Run Option” dropdown, select the title of the current year’s school climate survey (for example, “2024 STUDENT SCHOOL CLIMATE SURVEY”).
3. In the Select Schools section of the page, if at the district level, select the desired schools (all schools may be selected). If at the school level, ensure that the box is checked for the school.
4. Click the Submit button.
5. Filter the report as needed. Note that the report may be exported to a csv file by clicking the button labeled “csv.”





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II. Category Completion Reports

Instructions for users of the OLD and NEW PowerSchool user interfaces:

- Optional first step:** Prior to navigating to the Category Completion Report, from the district level or school level, you may create a selection of students or teachers/staff that you would like applied to the report. The “View Field List” option on the Start page may assist you with making your selection. An example of a command that you might use to make your selection could be something like “Grade_Level = 9” (this is an example of something that you could use if you wished to only view ninth grade students in the report – there are many selection possibilities).

Start Page

Students

PK3 PK4 K 1 2 3 4 5 6 7 8 9 10 11 12 F M All

Stored Searches Stored Selections **View Field List** Advanced

Current Selection

Current Student Selection (1384)

Student	Student Number	Date of Birth	Grade Level	School
Abercrombie, Caynen Arden	776225	12/06/2007	9	P12
Abusoua, Amelia Catelyn	8811407	06/11/2009	9	P16
Abusoua, Finley Princeton	775434	05/08/2008	9	P12
Abuzahr, Rodrigo Adeyn	778566	04/06/2008	9	P3
Achevarra, Breanna Gladys	778673	04/14/2009	9	P3
Achevarra, Jude Ever	8801245	11/20/2007	9	P31
Acho, Guy Ty	778750	12/01/2008	9	P16
Acton, Jaylen August	776111	03/08/2008	9	P16
Adcox, Jaime Elaine	778669	09/07/2008	9	P16
Ahmed, Kylie Peter	779830	12/01/2008	9	P16

Necessary step (OLD UI): Once you have made any selections that you would like from the Start page (again, this can be from the district level or school level), locate the Reports section of the navigation menu, and select “Form Reports” and then select the “Other Reports” tab followed by “Category Completion.”

Start Page > Reports > Other Reports > Category Completion

Category Completion Report

Necessary step (NEW UI): Once you have made any selections that you would like from the Start page (again, this can be from the district level or school level), navigate to Data and Reporting > Form Reports > Form Category Completion Report.

Data and Reporting

- People
- BrightArrow
- Attendance
- Health
- School Enrollment
- Courses and Programs
- Data and Reporting**
 - PSCB DEV Reports
 - SCDE School Climate Survey Response Reports
 - Data Management
 - Exports
 - Form Reports**
 - Imports
 - Reports
 - Report Queue
 - District Reports
 - Data Exchange
 - Form Category Completion Report**
 - Response Reports
 - Student Form Approval Audit Report
 - Student Support Plan Report
 - Teacher Form Approval Audit Report



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2. Choose the desired filter options:

- a. For “Choose a form type” select either Student or teacher.
- b. For “Category” select “SCDE School Climate.”
- c. For “Form Filter” select the title of the survey (“2024 STUDENT SCHOOL CLIMATE SURVEY” OR “2024 TEACHER SCHOOL CLIMATE SURVEY” depending on the form type).
- d. If at the district level, you may then select/filter to only the schools you wish to see.
- e. Check the box for “Use Current Selection” to filter based on the current selection made in the PowerSchool SIS prior to navigating to the Category Completion Report. If no selection was made on the Start page, this box does not need to be checked.

3. Click the Apply button.

4. Note the Category Completion Report columns in the report and their meanings:

Start Page > Reports > Other Reports > Category Completion District Office 23-24 Year

Category Completion Report

Student SCDE School CL... 2024 STUDENT SCHOOL CLIMATE SURVEY Choose Schools Use Current Selection **Apply** Search [] [] [] [] [] []

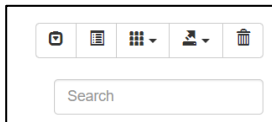
#	Name	User ID	Percent Complete	2024 STUDENT SCHOOL CLIMATE SURVEY
1	York, Steven Taelynn	777146	100%	Submitted
2	Belan, Destiny	771430	100%	Submitted
3	Baskin, Aylin Aidyn	775843	100%	Submitted
4	Barton, Janiyah	775307	100%	Submitted
5	Ballew, Tyrone Joe	8809412	100%	Submitted
6	Artlin, Kinleigh Anderson	8806193	100%	Submitted
7	Alvarenga Ramirez, Hagen Akira	783767	100%	Submitted
8	Allsep, Minh	8809441	100%	Submitted
9	Achevarra, Keegan Brynlee	8801569	100%	Submitted
10	Acevedo, Marvin Kylen	8802305	100%	Submitted
11	Zutshi, Minh Shay	770010013309	0%	Not submitted
12	Zutshi, Micheal Meg	778430	0%	Not submitted
13	Zutshi, KeyJee Gage	8816046	0%	Not submitted
14	Zutshi, Hadsey Makolev	770010021003	0%	Not submitted



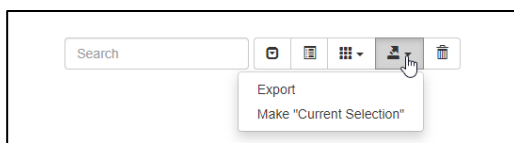
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- a. **Name**
This column displays the student or teacher name
- b. **User ID**
Student Number or Teacher ID
- c. **Percent Complete**
Displays the percent complete for the selected category and form if filtered to a form title; displays 100% if an SCDE School Climate Survey form title has been selected and has been submitted.
- d. **<Form Name>**
The name/title of the form will display as the column name if one has been selected. The values within this column are submission status values:
 - i. **Submitted**
This means that the form has been submitted by the student or teacher in Ecollect.
 - ii. **Not Submitted**
This means that the form has not been submitted by the student or teacher in Ecollect.
 - iii. **N/A**
This means that forms within the selected category are not published to the student or teacher.

5. Note the following Report Options:



- a. **Search**
The search box allows the user to search the entire report to filter the records. The user may also search within each report column to filter records.
- b. **Pagination**
This option allows the user to show or hide pagination for the report. If hidden, all submissions will be displayed.
- c. **Toggle**
This option allows for report display changes.
- d. **Columns**
The user may use this option to select report columns to display or hide.
- e. **Actions**
The user export this report using this option. The report may be exported to JSON, XML, CSV, or PDF.



- f. **Clear Filter**
This option allows the user to clear the report option filter.