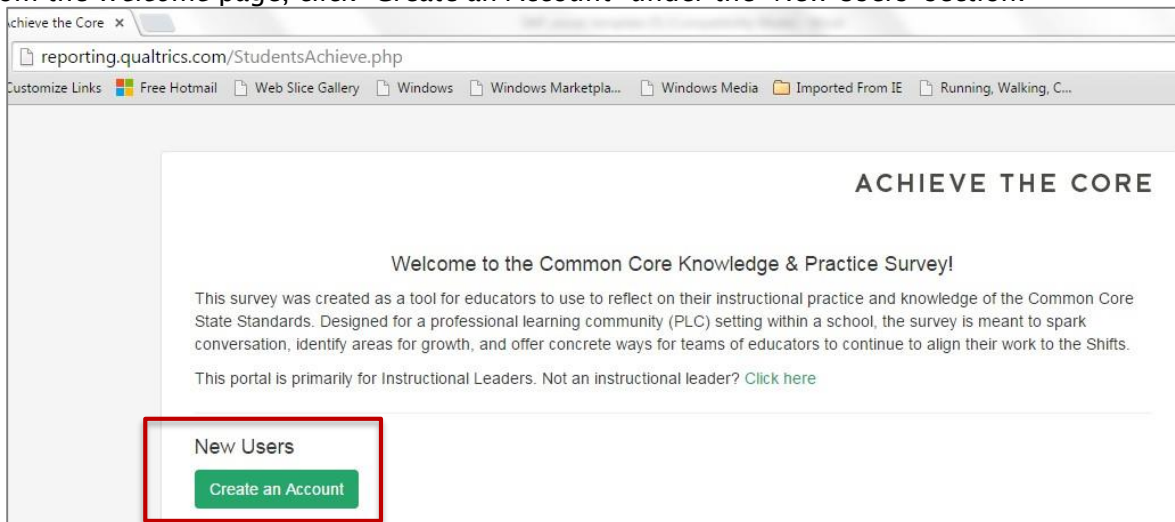


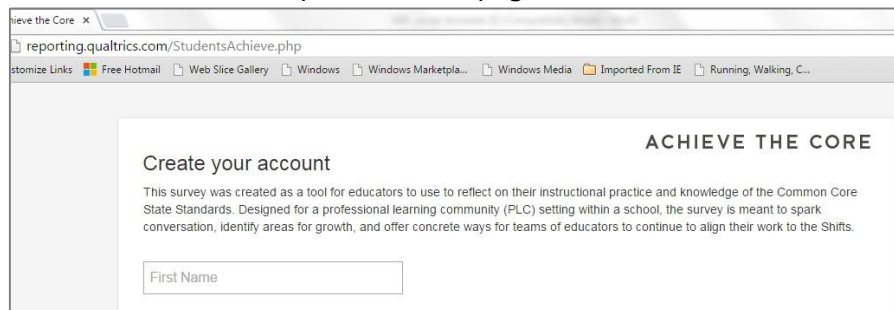
Common Core Knowledge and Practice Survey

Survey Set Up

1. To access the survey portal, go to: <http://ccss-survey.org>.
2. From the *Welcome* page, click “Create an Account” under the “New Users” section.

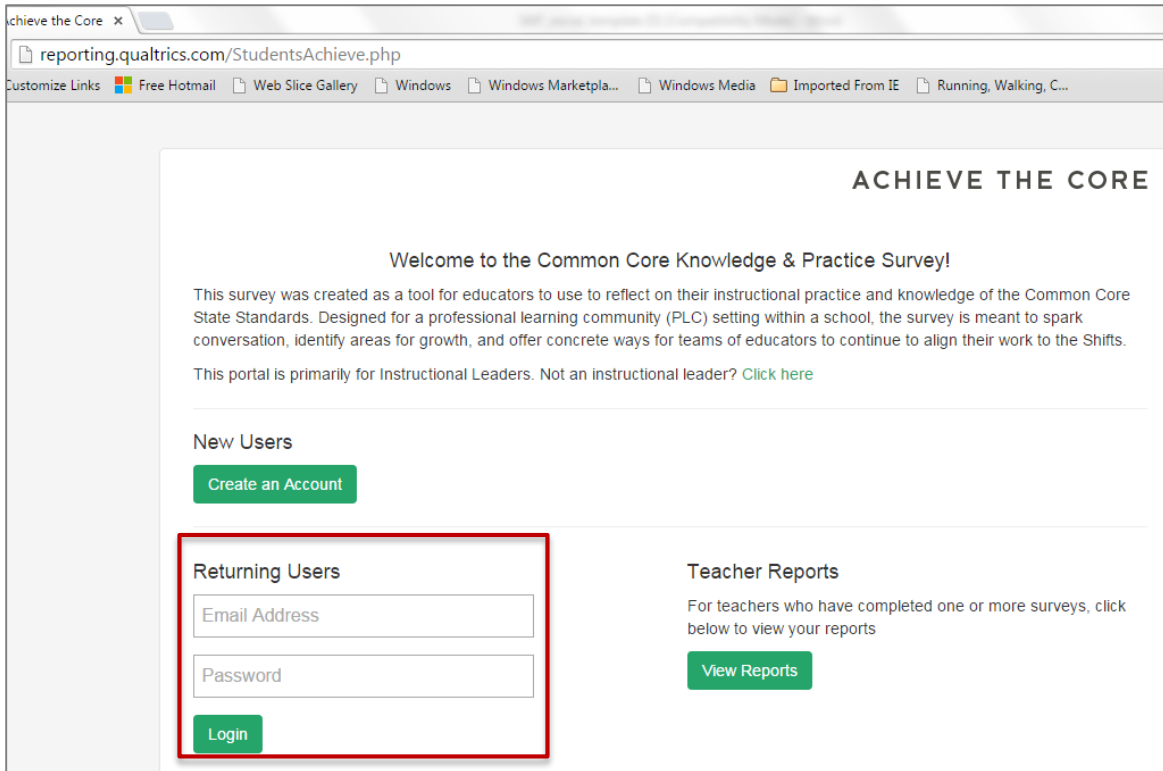


3. Fill in the information on the *create your account* page and click the “Create Account” button.

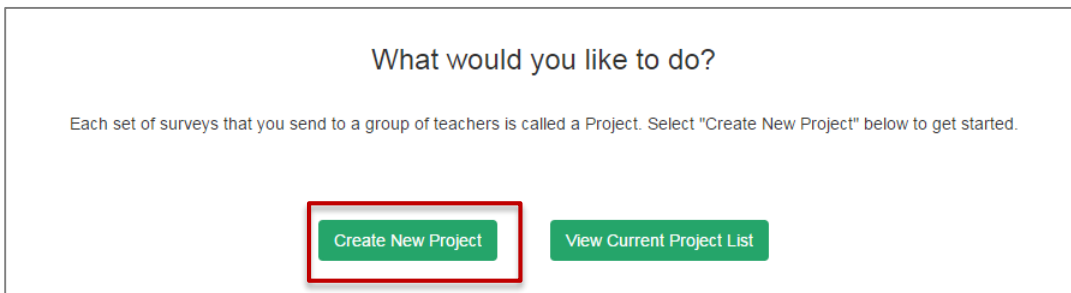


STUDENT ACHIEVEMENT PARTNERS

- a. You'll be taken to a confirmation page, click "here" to go back to the login page.
- b. On the login page, fill in the username and password you just created under "Returning Users".



- 4. On the *What would you like to do?* page select "Create New Project".



STUDENT ACHIEVEMENT PARTNERS

- 5. On the *Create Project* page, you'll be filling in information about the school and choosing the survey criteria (subject, grade band).
 - a. Fill in the school and district information..

ACHIEVE THE CORE Navigate ▾ Logout

Create Project

As an instructional leader, you may have several projects based on the grade(s), subject(s) and school(s) of participating teachers. Help

Zip Code School Street Address

State School Name

City School District

- b. Choose the subject and grade band(s) for your project.
 - c. Give your project a name you will remember when it is in a list of other projects; consider adding details like the school name, grade, subject, etc.
 - d. Click "Create Project".

Subject Grade Band(s) K-2 3-5 6-8 HS

Project Name

Please review and confirm your project information carefully, you will not be able to add grade-bands or edit this project later on.

Create Project

- 6. Click "here" on the *Project Added* page to access the survey link(s).

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Project Added

Click [here](#) to see details about your project

STUDENT ACHIEVEMENT PARTNERS

7. The *Project Details* page contains links to the surveys and an optional “Project Notes” field. The notes section can be used to record any additional information you want, including who the surveys have been sent to. If you add notes, make sure to click the “Save” button.

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Project Details

Project: ELA SAMPLE PROJECTS ✎ click to edit

The next step is to share the survey links with the teachers you've chosen for this project. Click 'email these links to me' below to send yourself these links with sample text, which you can customize and send out to your teachers. If your project includes more than one grade band, make sure that you send the each teacher the link for the survey you want him or her to take.

Once you send out the survey links this project is live and data will be collected. Please ensure you send this survey to all the teachers associated with this project only. To poll teachers from other grade-bands or subject areas, please set up a new project.

Grade Band	Subject	Link
K-2	ELA	https://achievethecore.qualtrics.com/SE/?SID=SV_d0ejgMSWkdcJDkp&p=P_56393007323af
3-5	ELA	https://achievethecore.qualtrics.com/SE/?SID=SV_eL2BhZKb5Ta1k6p&p=P_56393007323af
6-8	ELA	https://achievethecore.qualtrics.com/SE/?SID=SV_eVVYzTWJP8OvQt7&p=P_56393007323af
HS	ELA	https://achievethecore.qualtrics.com/SE/?SID=SV_bmcYkUcDSFOFff&p=P_56393007323af

Email these links to me

Project Notes (optional): This section is for your own use. We recommend recording the names of the teachers you've included in this project, for future reference.

Sharing/Taking the Survey

To take the survey: Copy and paste a link from the *Project Details* page into a new tab on your browser to open and start the survey.

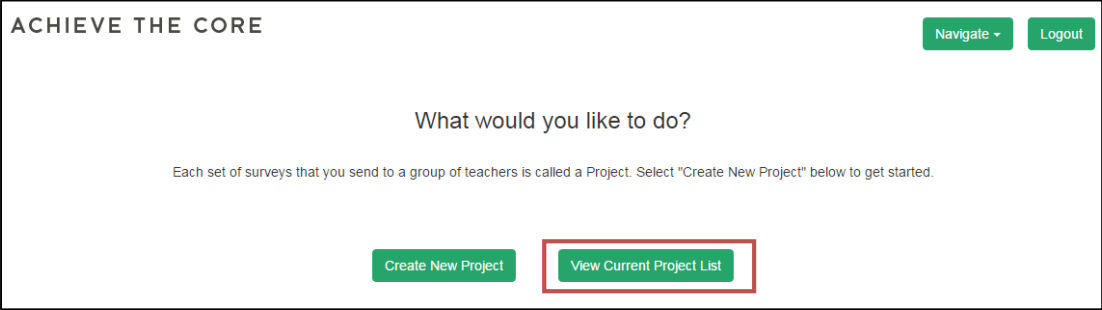
To share the survey:

- Option 1: You can paste the survey links into an email to send to the participants.
- Option 2: Click “email these links to me” (the button appears below the survey links in a red box in the image above). You will receive an email with the links for your project and a draft message you can customize and use to reach out to the participants. If you include more than one grade band in a project, remember to send only the link you want specific participants to use to those participants.

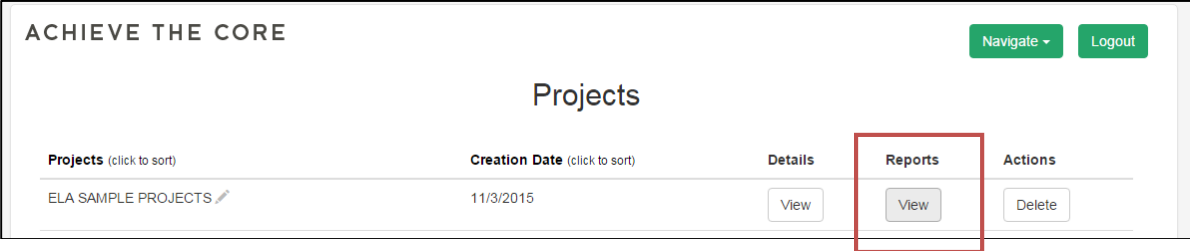
Accessing Survey Results

For the instructional leader: Survey results will be available to the person who set up the project as soon as a minimum of 6 participants have completed the survey. To access the results:

1. Go to the survey portal at www.ccss-survey.org. Login under “Returning Users”.
2. Click “View Current Project List”. (You can also get to your projects by clicking on the “Navigate” menu on the top right of the screen and selecting “View All Projects”.)



3. On the *Projects* page, find the appropriate project. (Note: you can use the column headings to sort by name or creation date.)
4. Under the “Reports” column, click “View”.



For participants: Individual survey results will be available a few minutes after the survey is completed. Once a minimum of six participants take the survey, individuals will be able to see both their own data and the aggregate group data in their reports. To access the results:

1. Go to the survey portal at www.ccss-survey.org. Under “Teacher Reports” click “View Reports”.
2. A window will open. The participant must enter his or her email address and click “Submit”. A link to the report will be sent within a few minutes of this request.

