Registering Technical Details

Completing your online registration

During online registration, we'll help you through:

1. Completing and signing the memorandum of understanding (It's painless—we promise!)
2. Setting the dates for your Survey participation within the larger administration window, as well as the release date for your results
3. Registering participating school(s)*
    a. Location
    b. Staff contacts
    c. Teacher and/or student participant info

    *This information will be entered into a three-sheet Excel file for online upload and submission. The first sheet is for school contact information a-b, and the remaining sheets are for teacher and/or student participant information.

Read on for more information about each of these steps.

Reviewing and signing the MOU

To participate in the LEAP PL Surveys, you'll need to sign a memorandum of understanding. This can be signed at the district level, as long as the MOU will cover all participating schools. The memorandum outlines our responsibilities to you, which include administering the surveys and providing results in the form of reports. It also includes our commitment to protecting all information collected, as outlined in our Data Policy.

The MOU also covers your responsibilities to LEAP, including those around promoting participation in the Surveys to your registered participants and appropriate communication of results. It also allows you to confirm to us that you understand our Data Policy and Participant Terms of Use, and that you have obtained any consents required for participation.

Setting Your Dates

Timing for the Surveys is generally determined at the district level, and thinking critically about the best period to administer the surveys to teachers and/or students will assist with a smooth administration. We recommend selecting a two- to four-week period in which schools can complete the LEAP Surveys, and to promote high participation rates, we also suggest timing the administration to overlap as little as possible with other school-wide events (state assessment windows, extended school breaks, other scheduled surveys, etc).

Additionally, it's helpful to consider any broader change management interventions occurring in your learning environments. Aggregated school- and cohort-level (if applicable) reports for the teacher and/or student surveys are made available to school administrators one week after a school's Surveys window closes, and aggregated district-level reports are made available to district administrators one week after all schools within a district complete their surveys. Participating districts or schools will decide when teachers should receive their individual and/or classroom reports. We recommend no later than the following week, but recognize that some schools will want to be thoughtful about incorporating the release of these reports into their existing change management processes.

Identifying participants

When determining who should take the LEAP Surveys, it's helpful to start with the end in mind—what are you hoping to learn from the resulting data? The Surveys are designed for teachers and students to share their perspective about personalized learning practices and experiences in particular classrooms within a school (note that they are not asked about their school experience as a whole). How could having this type of data help with, or provide insight into, your school or district initiatives? Based on your goals for using the data, determine the participants across your school(s). Hint: All teachers and all students may not be the best answer!

The Teacher Survey is designed for classroom teachers. While most items will translate between core and elective instruction, other staff members—librarians, instructional coaches, tech facilitators, etc.—should not be registered for the Surveys. **Minimum participation of three teachers per school is required** to ensure anonymity of responses.

The Student Survey is designed to provide insight into students' learning experiences. Classrooms are registered for the Student Surveys—not individual students. The student surveys are not available for students below 3rd grade, so you should not register any classroom below this grade level. **Minimum participation of ten students per school is required** to ensure anonymity of responses.

An additional consideration worth noting is that students should not take a survey more than once during an administration to avoid survey fatigue and lower quality data. This may create logistical challenges for the later primary and secondary instructional levels, where students may interact with several teachers and classrooms within a day, or where there is A/B block scheduling, open instructional periods, varied tech availability across instructional periods, etc. To build flexibility into student administration and maximize sample sizes despite these constraints, we have seen some school communities make survey tickets for each student to indicate which teacher they are to respond about during a homeroom or access period (during which all participating students take the survey at the same time). Some school communities have also discovered benefits from this method in the form of having an impartial teacher/staff member administer the surveys.

Gathering participant information

Gathering and having readily available key administrative contacts—as well as teacher and/or student participant information—will help your online registration process go smoothly. This will be the role of a school contact you designate and submit through online registration.

If you plan to have students participate, please note that **LEAP does not collect any identifiable student information** (e.g., names, IDs or emails). Only identifiable details of specific classrooms will be collected (e.g., teacher name, subject, and/or period). These classroom-specific details will serve as a dropdown naming convention from which students will select and respond about to complete their surveys, as it's important for students to think about a single class while responding. It's also important, in order for us to provide teachers with their students' aggregated responses, that we know to which classes students' responses pertain.

Registering participants

Registering a school involves answering a series of questions, downloading a customized spreadsheet, filling it in and uploading the same completed spreadsheet to the online form. If you're registering multiple schools, the process can be repeated successively or delegated via a link circulated to each school's respective administrative contact.

For each school, a few key questions to help tailor your registration form are worth considering:

1. Do you want to use **Cohorts**? This will allow you to split each of your teacher and student participant groups, as well as their resulting data, into two groups. Doing so may help you better understand the personalized learning dynamics within your school(s). Cohorts are most helpful when the implementation of personalized learning varies significantly within or across school communities (e.g., ELA vs Math, or PL classrooms vs Non-PL classrooms).
2. Do you have classrooms with **Co-Teachers**? If two educators are fully sharing a classroom (i.e., teaching in the same space together with all the students), then it is in your best interest to offer a classroom name that encompasses both teachers for students to select, and to make sure both teachers can access the same set of student data.
3. Do your teachers have **Multi-Periods** during which they teach different groups of students? If so, you may want to know whether students are experiencing personalized practices differently based on the class (e.g., seventh-grade math vs eighth-grade math taught by the same teacher).
4. Do you want to gather teacher/student perspectives on any edtech **products** that support personalized learning? If so, you can write-in one edtech product per teacher/classroom and a module of around 10 questions will be added for participants to answer.