



Teachscape

1. Visit Teachscape.com and login to the Teachscape XL Platform. Your login is your district email. Your password is "teach". You should change your password once you log in.
2. Select the Data Collection Tool link.

The screenshot shows the Teachscape user interface. At the top, there are links for 'journal', 'help', and 'logout'. Below that, the user's name 'Canyons School District, UT' is displayed. A 'System Notification' box states 'Your account expires in 6 weeks'. Under 'Active Teachscape XL Workspaces', there is a link for 'Classroom Walkthrough Resource Library'. In the left sidebar, under 'Jared's Account', the 'Data Collection Tool' link is circled in red with a red '2' next to it. Below it, text says 'Click the link above to work with surveys'.

3. Select "Administration" and choose the "Manage Surveys" tab.

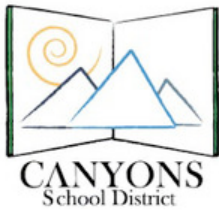
The screenshot shows the 'Administration' page in Teachscape. The 'Manage Surveys' tab is circled in red with a red '3' next to it. The page lists several schools: Eastmont Middle, Hillcrest High School, Indian Hills Middle, Jordan High School, Class Snapshot (Shared), Midvale Elementary, Midvale Middle, Mt. Jordan Middle, and Sandy Elementary. At the bottom of the 'Jordan High School' row, the 'create' button (a green plus sign) is circled in red with a red '4' next to it.

4. You can select your school and edit, delete, copy and activate surveys. To create a new survey, select the "Create" button at the bottom of the school list. **NOTE:** make sure your school name appears at the bottom of the window.
5. Give your new survey a title and click "Create."

IMPORTANT: We have can create 2-3 surveys for each school. Anything beyond that should be grouped into one survey, or approved by Leslie Allen.

Create Survey

5 Title:



6. Create sections for your survey if needed. This can be used to group survey questions into categories like: Explicit Instruction, Opportunities to Respond, Feedback, Vocabulary Instruction, etc. Sections can have a description, but it is not required.

7. Add questions for each section.

NOTE: If you create a section AFTER you have created questions, Teachscape will create your new group (where you can add new questions) **AND** a group of all questions you have previously created and call it "Section 1."

8. More about creating questions: Teachscape allows for 4 different types of questions: free text, likert scale, multiple selection and single selection.

- Free Text: The observer is given a blank text box where they can respond the the entered question or item to be observed.
- Likert Scale: The observer can respond to a question or item to be observed using a likert scale formulated from one of the four predefined scales: agreement, frequency, importance, quality.
- Multiple Selection: The observer can respond to a question or item to be observed by selecting multiple options (checkboxes.)
- Single Selection: The observer can respond to a question or item to be observed by selecting a single option (radio button.) This is the format that is given to Likert Scale questions.

Total Questions: 0

Add Survey Description

7 Add question

Done

6 Add Section

Question Type

- free text
- likert scale
- multiple selection
- single selection

8b

- <select predefined scale>
- agreement
- frequency
- importance
- quality

9. When your survey is completed, save your work by clicking "Done" at the bottom of the survey builder page. You will then be returned to the "Manage Surveys" area of the Data Collection Tool's Administration page.

| Organizations | status |
|--|--------|
| <ul style="list-style-type: none"> [-] Canyons School District, UT <ul style="list-style-type: none"> [+] Albion Middle Alta High School [-] Brighton High School <ul style="list-style-type: none"> BHS Classroom Checklist 10 Private Butler Middle Copperview Elementary | |

create edit delete copy activate
 BHS Classroom Checklist edit copy

10. When you are ready to make your survey active so that the admins in your school can begin using it, you need to change the survey from 'Private' to 'Shared.' Do this by clicking on 'Private' in the Status column of the survey you would like to activate. You will then see a window where you can switch the survey from 'Private' to 'Shared.' Click 'OK' when you are done.

11. Finally, to make the survey active, you need to contact Teachscape support. Email is easiest and if you include your phone number in your signature, they may call you if they have questions. Their email address is: support@teachscape.com Be sure to include the district name, the school name and the survey title in your request.

12. If you have questions or problems, contact Jared Ward (Ed Tech) or Leslie Allen (EBL).

Share Survey

- 10** Shared
 Private

ok cancel