

MDS3 Survey System Reporting Manual

About the Survey System

The MDS3 Survey System has been created to allow the MDS3 project team to create, modify, administer and report on student, parent and staff surveys for the MDS3 project.

This manual is intended to provide Reports-only users with the information they need to access survey results.

Accessing the Survey System

To access survey administration:

1. Direct a web browser to <http://survey.pagequest.net/Administration>
2. Log in with the username and password provided by the system administrator

Questions About the Survey System

Please direct any questions about the survey system to the system administrator:

MDS3 Research and Evaluation Team

mds3@pbis.maryland.org

443-287-0030

About Reports

To access reports, click on the Reports link in the survey system menu.



The screenshot shows a web interface for 'Survey Reporting'. On the left is a navigation menu with 'Survey System', 'Reports', and 'My Profile'. The main content area has a search bar and a table with the following data:

Survey Name	Start Date	End Date	Report Links
MDS3 Climate Survey Year 1	03/01/2012	06/14/2012	Quick Report Advanced Report Executive Summary Comparison Report
MDS3 Climate Survey Year 2	02/29/2012	06/14/2012	Quick Report Advanced Report Executive Summary Comparison Report

Page 1 of 1 (2 items)

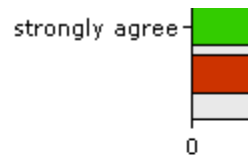
The main reports screen lists any surveys where reporting is available. There are four different types of reports built into the survey system:

- Quick Report
- Advanced Report
- Executive Summary
- Comparison Report

Depending on the report, results may be displayed in graphical or tabular format. To access a report, click the appropriate link.

While viewing the report, if you would like to use any pictures of graphs, simply right-click the picture, select “Copy” and then right-click and “Paste” in the appropriate program. This feature is available in Microsoft PowerPoint, and Paint.

If you would like to view any of the graph data in table format, click “Data Table” located in the left corner under each legend.



■ Staff ■ Parents ■ Students

[Data Table](#)

Question Name: SV5

Displays:

[Data Table](#)

	Staff	Parents	Students
strongly agree	31.9	6.7	11.6
agree	55.3	68.9	56.7
disagree	10.6	20	23.1
strongly disagree	2.1	4.4	8.6

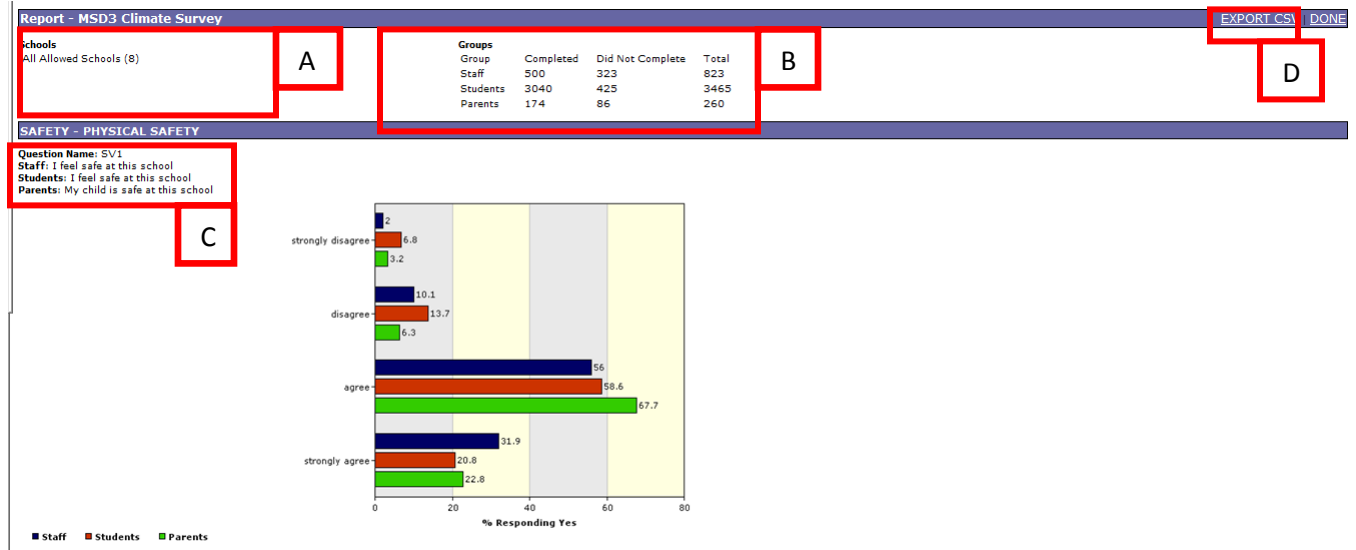
About Quick Report

To access the Quick Report, click the Quick Report link that corresponds to the appropriate survey.

The Quick Report compiles all the results data you are permitted to access. Depending on your role, you may be assigned permissions to view the results from one or more specific schools, a school district, or the entire survey.

When you select Quick Report, the system automatically displays all data, without requiring you to filter by school, demographics, respondent type or question.

The following screen shot shows the report header and first question from the Quick Report:



Report Header

The report header includes:

- The schools that were included in the report. Since this is the Quick Report, all allowed schools are included.
- The groups that were included in the report (staff, students, parents), along with the number of respondents who completed the survey, the number of respondents who did not complete the survey, and the total.

Report Body

Questions are then presented according to specific topics. In this screen shot, we see the results for the first question about Physical Safety.

- C. For each question, the report presents the question name, followed by the wording that was used for each of the response groups (staff, students, parents).

Following the question name, results are presented in graphical format, with a key indicating which elements of the graph correspond to which respondent group.

Results Export

- D. Some users have permissions that enable them to export the results of the survey in .CSV format for further analysis. If you have this permission, you will see a link marked "Export CSV" in the top right of the report

If you do not see the Export CSV link and you believe you should have this permission, contact the System Administrator.

Closing the Report

To close the report, click the link marked "Done" in the top right of the report.

About the Advanced Report

To access the Advanced Report, click the Advanced Report link that corresponds to the appropriate survey.

The Advanced Report is identical to the Quick Report, except that it allows you to apply certain filters to the data, as follows.

Screen 1: Existing Filters

Next Cancel

Report - Load Filters

Do not use saved filters

Use existing saved filters: Male MDS3 [4/12/2013] ▼

Next Cancel

This first window gives the opportunity to revisit saved filter options without having to go through the filter selection process again. See below for initial filter setup.

Screen 2: Schools Filter

Next Cancel

Select schools to include in the report:

Check All

[Redacted] High School

[Redacted] High School

[Redacted] High School

[Redacted] High School

[Redacted] High School

[Redacted] High School

Next Cancel

If you have permission to view the results for more than one school, you will be permitted to narrow the results to one or more schools on this screen.

Check the box next to any schools you wish to include in your report. You may also click Check All to check all the boxes, or click it again to deselect all.

Screen 3: Demographics

On the screen 2, you may filter the data by gender, grade level, race or report card. Leave all boxes unchecked to include all data.

Next Cancel

Select any demographics filters:

Filter By Gender (leave all unchecked to include all genders)
This question is asked to: **Parents, Students, Staff**

- Male
- Female

Filter By Grade (leave all unchecked to include all grades)
This question is asked to: **Parents, Students, Staff**

- Staff: mostly 9th Students/Parents: 9
- Staff: mostly 10th Students/Parents: 10
- Staff: mostly 11th Students/Parents: 11
- Staff: mostly 12th Students/Parents: 12
- Staff: multiple grades Students/Parents: N/A (Selecting this will exclude all Student/Parent responses from the report.)
- Staff: I do not teach Students/Parents: N/A (Selecting this will exclude all Student/Parent responses from the report.)

Filter By Race (leave all unchecked to include all races)
This question is asked to: **Parents, Students, Staff**
(Note: Filtering by this question will automatically exclude all staff responses from the report.)

- Asian/Pacific Islander
- Black/African American
- Hispanic/Latino
- Native American/American Indian
- Native Hawaiian or Other Pacific Islander
- Other
- White

Filter By Report Card (leave all unchecked to include all report cards)
This question is asked to: **Parents, Students**
Filtering by this question will automatically exclude: **Staff**

- Mostly A's
- Mostly B's
- Mostly C's
- Mostly D's
- Mostly F's

Next Cancel

Screen 4: Questions and Respondent Groups

On screen 3, you may include or exclude specific questions or respondent groups from your results.

- Use the check boxes across the top row to include or exclude respondent groups.
- Use the check boxes along the left column to include or exclude specific questions.
- Use the checkbox in the top left corner to select or deselect all question checkboxes.

Select questions and groups to include in the report:

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Parents	<input checked="" type="checkbox"/> Staff	<input checked="" type="checkbox"/> Students
SAFETY - PHYSICAL SAFETY			
<input checked="" type="checkbox"/> SV1	My child is safe at this school <input type="radio"/> strongly agree <input type="radio"/> agree <input type="radio"/> disagree <input type="radio"/> strongly disagree	I feel safe at this school <input type="radio"/> strongly agree <input type="radio"/> agree <input type="radio"/> disagree <input type="radio"/> strongly disagree	I feel safe at this school <input type="radio"/> strongly agree <input type="radio"/> agree <input type="radio"/> disagree <input type="radio"/> strongly disagree
<input checked="" type="checkbox"/> SV2			I feel safe in the hallways at this school <input type="radio"/> strongly agree <input type="radio"/> agree <input type="radio"/> disagree <input type="radio"/> strongly disagree
<input checked="" type="checkbox"/> SV4			I feel safe in the classrooms at this school <input type="radio"/> strongly agree <input type="radio"/> agree <input type="radio"/> disagree <input type="radio"/> strongly disagree
<input checked="" type="checkbox"/> SV5	My child is safe going to and from this school <input type="radio"/> strongly agree <input type="radio"/> agree <input type="radio"/> disagree <input type="radio"/> strongly disagree		I feel safe going to and from this school <input type="radio"/> strongly agree <input type="radio"/> agree <input type="radio"/> disagree <input type="radio"/> strongly disagree
<input checked="" type="checkbox"/> SV7	Based on your experience, how much of a problem at this school is	Based on your experience, how much of a problem at this school is	Based on your experience, how much of a problem at this school is
<input checked="" type="checkbox"/> SV9	Physical fighting between students <input type="radio"/> large problem <input type="radio"/> somewhat a problem <input type="radio"/> small problem <input type="radio"/> not a problem	Physical fighting between students <input type="radio"/> large problem <input type="radio"/> somewhat a problem <input type="radio"/> small problem <input type="radio"/> not a problem	Physical fighting between students <input type="radio"/> large problem <input type="radio"/> somewhat a problem <input type="radio"/> small problem <input type="radio"/> not a problem
<input checked="" type="checkbox"/> SV10	Students carrying guns or knives at the school <input type="radio"/> large problem <input type="radio"/> somewhat a problem <input type="radio"/> small problem <input type="radio"/> not a problem	Students carrying guns or knives at the school <input type="radio"/> large problem <input type="radio"/> somewhat a problem <input type="radio"/> small problem <input type="radio"/> not a problem	Students carrying guns or knives at the school <input type="radio"/> large problem <input type="radio"/> somewhat a problem <input type="radio"/> small problem <input type="radio"/> not a problem
<input checked="" type="checkbox"/> SV12	Harassment or bullying of students <input type="radio"/> large problem <input type="radio"/> somewhat a problem <input type="radio"/> small problem <input type="radio"/> not a problem	Harassment or bullying of students <input type="radio"/> large problem <input type="radio"/> somewhat a problem <input type="radio"/> small problem <input type="radio"/> not a problem	Harassment or bullying of students <input type="radio"/> large problem <input type="radio"/> somewhat a problem <input type="radio"/> small problem <input type="radio"/> not a problem
<input checked="" type="checkbox"/> SV13	Gang related activity <input type="radio"/> large problem <input type="radio"/> somewhat a problem <input type="radio"/> small problem <input type="radio"/> not a problem	Gang related activity <input type="radio"/> large problem <input type="radio"/> somewhat a problem <input type="radio"/> small problem <input type="radio"/> not a problem	Gang related activity <input type="radio"/> large problem <input type="radio"/> somewhat a problem <input type="radio"/> small problem <input type="radio"/> not a problem

Screen 5: Save Filters

Next Cancel

Report - Save Filters

Do not save filters
 Save filters as:
 Update existing saved filters: Male MDS3 [4/12/2013]

Next Cancel

Here is the option to save the created filter under a specific name. Select the option "Save filter as:" and enter a name in the box provided. You can also update existing saved filters, modifying previous filters selected.

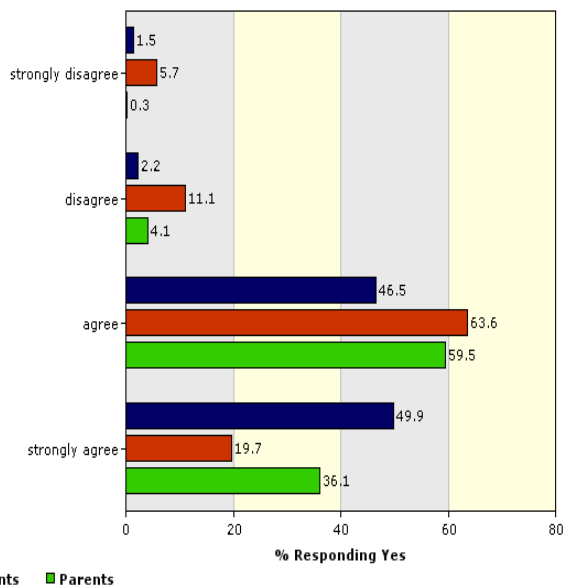
The Report

This report is identical to the Quick Report, described beginning on page 2. Any filters that were configured for this report are shown in the report header.

Report - MSD3 Climate Survey				EXPORT CSV DONE	
Schools	Groups			Filters	
All Allowed Schools (6)	Group	Completed	Did Not Complete	Total	Gender(s) All
	Parents	285	114	399	Race(s) All
	Staff	400	101	501	Report Card(s) All
	Students	2472	592	3064	Grade(s) All

SAFETY - PHYSICAL SAFETY

Question Name: SV1
Staff: I feel safe at this school
Students: I feel safe at this school
Parents: My child is safe at this school



About the Executive Summary

To access the Executive Summary, click the Executive Summary link that corresponds to the appropriate survey.

The Executive Summary is a high level report consisting of key questions specially selected by the investigators to provide a high level summary of project results.

The Executive Summary only includes student data and it is always a snapshot of one school. If you have permissions to see the results for more than one school, you will be asked to select one of your allowed schools before the report is generated.

Special alerts may be inserted by the investigators to call your attention to any statistics that are unusual or require attention.

Results for this report are presented in tabular format as follows:

Executive Summary - MSD3 Climate Survey DONE

This report summarizes some of the main findings from the student data collected at your school. You are encouraged to review this Executive Summary in conjunction with the full data summary provided in the Quick Report. The original question item number from the full data summary appears after each question so that you can refer to those graphs for additional information.

School Name: ██████ High School
Total Responses: Completed: 493
Did Not Complete: 99
Total: 592

SAFETY - PHYSICAL SAFETY

Question Name: SV1
Question: I feel safe at this school
Question Responses: 502

Answer	Responses	Response %
strongly agree	176	35.06%
agree	275	54.78%
disagree	28	5.58%
strongly disagree	23	4.58%

Question Name: SV12
Question Header: Based on your experience, how much of a problem at this school is
Question: Harassment or bullying of students
Question Responses: 501

Answer	Responses	Response %
large problem	98	19.56%
somewhat a problem	159	31.74%
small problem	179	35.73%
not a problem	65	12.97%

SAFETY - BULLYING

Question Name: BU1
Question: During the current school year, have you been bullied?
Question Responses: 501

Answer	Responses	Response %
Yes	131	26.15%
No	370	73.85%

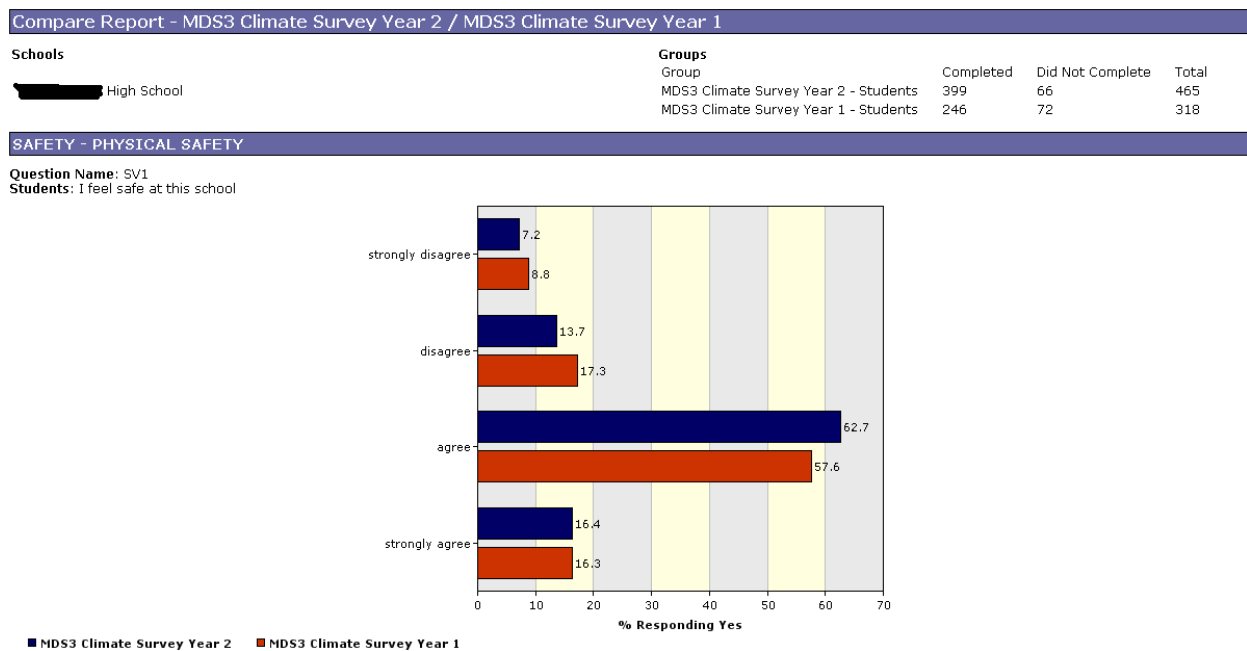
About the Comparison Report

To access the Comparison Report, click the Comparison Report link that corresponds to the appropriate survey.

The Comparison Report uses the questions in the Executive Summary, presenting the data longitudinally. For each question the user may look across years and make visual comparisons.

The Comparison Report only includes student data and does not require any filters.

Results for this report are displayed in graphical format, with color indications for years compared:



My Profile

Users who do not have access to the Users area of the survey system may use the My Profile link to change their own user details, including username, first and last name, and password.

