Data Gateway Surveys Tool

Survey Tool

Data Gateway Survey Tools — This tool has taken the place of the Year-End Web Survey (YEWS). YEWS was a stand-alone web application for collecting miscellaneous data from LEAs required in the aggregate (at the school or LEA-level). As such, YEWS no longer exists.

Survey Tools is a component of the Data Gateway. Data formerly collected via YEWS and other miscellaneous mechanisms are now being collected via Survey Tools.

Note: Survey Tools has nothing to do with UTREX or CACTUS. Survey Tools does not take the place of data submitted on individual students and teachers via those two systems.

Survey Tool Components

Surveys — Each survey in Survey Tools is completely independent of the others. They do not have to be submitted at the same time or in any particular order. Each one can be submitted by a different person in the LEA. How an LEA organizes its local data collection and reporting effort is at the LEA’s discretion. There is no mechanism for an LEA to certify the accuracy of the submission other than to submit it, but it can update the data that has been submitted at any point up to the deadline.

In the example below of the “Home-Schooled Students Survey,” the LEA user opens the survey, checks the school year setting and the LEA (or school) data to be entered, and enters the number of students home-schooled. Once the number has been entered, the user clicks on the “Save” button to record results.
Details on how to complete a survey are given in the survey itself, as shown above in the Home-Schooled Students Survey example and below in the School Fee Waivers Survey example. For each survey, six pieces of information are typically given.

1) **Purpose** – Purpose of data collection and requirements, along with which level the submission is needed, either at an LEA level or for all schools.

2) **Definitions** – Additional information defining values and variables needed to complete the survey.

3) **Instructions** – Instructions on completing the survey.

4) **Notes** – Additional information to consider.

5) **Due** – Due date for final submission

6) **Help** – Information on who to ask for more information about the survey.

Listed below are the individual surveys which currently make up Survey Tools.
Available Surveys

**Classified Staff FTE**
Required of: All LEAs
Formerly collected via: YEWS
Request this role from your local Data Gateway administrator: **Classified Staff FTE Survey LEA User**
Data pertaining to the 2015-16 school year due: August 5, 2016
Questions about the content of the survey should go to: M'Lissa Holt

**Home-Schooled Students**
Required of: School districts only
Formerly collected via: YEWS
Request this role from your local Data Gateway administrator: **Home-School Survey LEA User**
Data pertaining to the 2015-16 school year due: August 5, 2016
Questions about the content of the survey should go to: M'Lissa Holt

**Library Books and Electronic Resources**
Required of: Only LEAs which received funds to purchase library books and electronic resources through the School Library Books and Electronic Resources funding program
Formerly collected via: SurveyMonkey
Request this role from your local Data Gateway administrator: **Library Survey LEA User**
Data pertaining to the 2015-16 school year due: July 15, 2016
Questions about the content of the survey should go to: Jennifer Throndsen

**School Fee Waivers**
Required of: All LEAs for each school in the LEA
Formerly collected via: YEWS
Request this role from your local Data Gateway administrator: **School Fee Waivers Survey LEA User**
Data pertaining to the 2015-16 school year due: October 15, 2016
Questions about the content of the survey should go to: M'Lissa Holt

**Teacher Benefits**
Required of: All LEAs
Formerly collected via: YEWS
Request this role from your local Data Gateway administrator: **Teacher Benefits Survey LEA User**
Data pertaining to the 2015-16 school year due: August 5, 2016
Questions about the content of the survey should go to: M'Lissa Holt

**Title I Staff**
Required of: All LEAs
Formerly collected via: spreadsheet
Request this role from your local Data Gateway administrator: **Title I Staff FTE Survey LEA User**
Data pertaining to the 2015-16 school year due: August 5, 2016
Questions about the content of the survey should go to: M'Lissa Holt
Accessing Survey Tools

Roles to Access Survey – These surveys are intended to assist district and charter schools report miscellaneous data required in the aggregate level.

The Survey Tools can be found by logging into the Utah Educational Data Gateway and selecting “My Tools” from the main menu. Access is granted by the LEA Administrator. Questions about Data Gateway accounts and access should go first to the local Data Gateway administrator.

To assign a Data Gateway user to complete a survey, the Data Gateway “LEA Admin” assigns the correct roles to the user. As stated above in “Obtainable Surveys,” there are six possible surveys and their associated roles available at the LEA level.

The LEA Admin may choose to create a single role that grants access to all surveys. This is done by selecting the “Create Role” green button found at the top right side of the page, and then picking the “LEA Role” option.
A new window will appear to create an LEA Role for the given district or charter school. The LEA Admin gives a title for the new role and enters in a description of the role. To select the desired surveys, the LEA Admin clicks on the Surveys Permission toggle.
The LEA Admin can click on the “Check All” link to easily select all options for this role, or the roles can be defined according to responsibilities. This is done by selecting only the required survey titles the role is intended to complete.

Once completed, and after the “Create” button has been selected to save the role, the newly named role will appear in the LEA list of roles/permissions. The created role will be designated with a star icon on the left side of the report.

The new role can be easily edited or deleted by using the options on the right side of the row containing the new role.
Add User to Role – To add a user to this role, simply click on the role’s name on the left hand side of the row. Then click on the green “Add Users to Role” button.

Type in the users name in the “Find Users…” search box and select saved when completed. The added users will now have access to “Survey Tool” in the “My Tool” menu bar the next time they log into the Data Gateway.