

Student Educational Equity Development (SEED) Survey

Quick Guide

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SEED Survey Quick Guide

This quick guide supports District Testing Coordinators (DTCs) and Test Administrators (TAs) who manage sessions for students participating in the Student Educational Equity Development (SEED) Survey. The guide assumes some familiarity with the Oregon Statewide Assessment System (OSAS) test delivery system.

Users should reference the [Test Administrator User Guide](#) for additional details on how to administer the survey. For information on policies and requirements that will govern the provision of accessibility supports for students, reference the [Oregon Accessibility Manual \(OAM\)](#).

The SEED Survey will help the Oregon Department of Education gather information about the educational experiences of students in Oregon. It provides multiple administration options for either DTCs or TAs: In-person Proctored Administration, Remote Proctored Administration, or an Un-Proctored Assignment Administration.

- **In-person:** The survey is delivered synchronously, on site, via the Secure Browser. The Test Administrator (TA) proctors the survey session.
- **Remote:** The survey is delivered synchronously, off site, via a URL web address. The TA proctors the survey session.
- **Assignment:** The survey is delivered asynchronously, off site, via a URL web address. The student completes the survey independently (no TA proctoring).

The table below summarizes the differences in these three methods

Administration Option	Training Required	How students access the survey	Notes
In-person (proctored)	<ul style="list-style-type: none"> • Module 9 	OSAS Secure Browser	
Remote (proctored)	<ul style="list-style-type: none"> • Module 9 • Remote Proctoring Certification Course 	Remote URL web address	Uses supported internet browser in lieu of Secure Browser.
Assignment (un-proctored)	<ul style="list-style-type: none"> • Module 9 	Remote URL web address	Students may access this ongoing session as needed.

The SEED Survey is available to students in grades 3 through 11, with questions differing by grade. English, Spanish, and Russian Presentations of the SEED Survey are administered via the Test Delivery System. Because the SEED Survey items are not secure, districts wishing to administer the SEED Survey in languages other than those available in the Test Delivery System may translate items into the target language and administer the Survey via the Data Entry Interface (DEI). Please see the [Data Entry Interface User Guide](#) for more information about the function and features of the DEI.

How to Administer the Survey

To administer the survey using any of the above options, use the following process:

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1. The TA selects surveys and starts a session in the TA Site.
 - a. Log in to the TA site.
 - b. For **in-person** or **remote** administration:
 - i. Select “Start a New Session Now” on the right-hand side of the screen.
 - ii. Choose “Student Educational Equity Development Survey (SEED Survey) from the menu at the left.
 - iii. Select the surveys you wish to administer (i.e. the surveys that will be available for students to join)
 - iv. Select “in-person” or “remote”.
 - c. To create an **assignment**:
 - i. Select “Assignments” along the top bar.
 - ii. Select “Create Assignment” on the right-hand side of the screen.
 - d. Provide students with the Session ID. If students are taking the survey remotely, provide them with the displayed URL link.
2. Students sign in to the survey.
 - a. Students participating **in-person** open the OSAS Secure Browser. Students participating via the **remote** or **assignment** option use a supported internet browser by entering the URL link provided by the TA. (Note that text-to-speech is available only in the Secure Brower, Firefox, or Chrome.)
 - b. Students enter their name, SSID, and Session ID.
 - c. Students may optionally read or listen to instructions.
 - d. Students verify their information on the **Is This You?** page.
 - e. Students select the appropriate survey from the **Your Tests** page.
 - f. For **in-person** or **remote** surveys, the TA must approve the student. Approval is not necessary for the **assignment** option.
 - g. Students complete a **Text-to-Speech Sound Check**.
3. The TA reviews students’ requests and approves them for survey participation.
 - a. You may also verify and change student settings and accommodations before approving.
4. Students complete and submit their surveys.
 - a. Students may navigate among items by using **Next** and **Back**. Students may skip any item.
 - b. To submit the survey, students select **End Test** and confirm by selecting **Yes**.
 - c. Before submitting the survey, students may review and change previous answers. After submitting the survey, answers are locked and cannot be reviewed or changed.
 - d. If a student submits a partially completed survey, the responses they entered will be preserved.
 - e. Students log out and close the browser.
5. The TA stops the survey session and logs out.

How to Monitor Survey Progress

After approving students, a TA can monitor the progress for each student logged in to the session, approve a student's print request, and pause a student's survey if necessary.

- At the start of the survey, all the students in the session are listed in the **Tests without issues** table. If the Online Testing System detects that a student requires assistance, such as a pending print request, or a paused survey, the **Tests with potential issues** table appears at the top listing the students who need intervention.
- The TA must view and approve student requests for printouts (Print on Request). The request notification appears in the **Tests with potential issues** table.
 - Print on Request prints at the TA's location, not the student's. A student participating through the **remote** or **assignment** option may print to a local printer; they do not need the Print on Request tool.
- The TA can pause a student's survey if necessary. In the Actions column of the table(s) for monitoring students' progress, select  for the student whose survey you wish to pause. Select **Yes** to confirm. The Online Testing System logs the student out.
- When all students finish, the TA should stop the session.
 - Stopping a session before students finish automatically logs out all the students in the session and pauses their surveys.
- The TA should log out of the TA Site only after stopping a session, to avoid disrupting surveys in progress. Navigating away from the TA Site also logs the TA out. To access another application while administering surveys, open it in a separate browser window.

How to Navigate the Survey

The survey interface is very similar to the interface used on Oregon's summative tests.

- Some survey pages have only one question. Others have multiple questions, or questions that consist of multiple parts.
- Students can pause the survey at any time. Pausing a survey logs the student out. To resume, students must repeat the sign-in process.
 - To pause a survey, students select **Pause** in the global menu and then select Yes in the confirmation message that appears.
- Students working on Chromebooks should pause the survey before closing the lid of the Chromebook. If the lid is closed before the survey pauses, whoever opens the Chromebook next will be able to see the last question that the student was viewing (and potentially modify student responses).
- Students can listen to questions, and answer options using the TTS options available in the selected element's context menu. This support is available to all students by default.
 - Students may listen to their responses to constructed-response items using TTS.

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- If a student is using Text-to-Speech Tracking, the words become highlighted as they are read aloud.
- TTS is only available when using the Secure Browser or a supported Chrome or Firefox browser.

User Support

For information and assistance in using the Online Testing System, contact the OSAS Helpdesk. The Helpdesk is open Monday–Friday 7:00 a.m. to 5:00 p.m. PT (except holidays or as otherwise indicated on the OSAS portal).

Oregon Statewide Assessment System Helpdesk

Toll-Free Phone Support: 1-866-509-6257

Email Support: osashelpdesk@cambiumassessment.com

Chat Support: <https://osasportal.org/contact.html>

Please provide the Helpdesk with a detailed description of your problem, as well as the following:

- Test Administrator name.
- If the issue pertains to a student, provide the student’s SSID and associated district or school. Do not provide the student’s name.
- If the issue pertains to a TIDE user, provide the user’s full name and email address.
- Any error messages and codes that appeared, if applicable.
- Affected test ID and question number, if applicable.
- Operating system and browser version information, including version numbers (for example, Windows 10 and Firefox 60 or Mac OS 10.14 and Safari 11).
- Information about your network configuration, if known:
 - Secure Browser installation (to individual devices or network).
 - Wired or wireless internet network setup.

Change Log

Change	Date