



March 3, 2021
EZ Reports Teacher Survey Webinar Q and A
(These questions were collected from sub-grantees during the webinar)

1. How many questions are in the survey?

There are 13 rating scale questions, plus ~3 or 4 background questions

2. What would occur if teachers do not complete the survey?

Programs should strive to complete as many surveys as possible to ensure accurate federal reporting.

3. Can teachers get paid for completing the survey?

No.

4. Can a site coordinator be a school liaison?

Absolutely – in fact it is advisable

5. Can I be the School Liaison if I am a district employee and have access to all the students in the school database? I can identify the teachers and enter the information into EZ Reports.

Yes, if the school(s)' principal(s) agree.

6. Do you want the surveys to go out for ANY student that attended 10+ hours or only students that are active at that time?

Surveys will only go out to students who attended 10+ hours; but teachers should be identified and entered into EZReports for ALL registered students.

7. Please reconsider the 10 hour participation level. It is not representative of a “regular attendee.”

As explained at the training, including students with minimal participation will be used to facilitate a dosage analysis in the statewide evaluation. APR results will automatically filter for 90+ hours.

8. What about students that only attend summer programming? Should we have their day school teachers complete the survey for them as well?

If you're able to access the student's school day teachers then they should be surveyed.

9. Can we get a copy of the EZ reports PowerPoint with the instructions/pics for running the reports and entering teacher contacts?

Programs can access the webinar recording on the EZReports website by going to training videos in the

support tab.

10. What is the desired minimum teacher survey response rate?

We should always strive to come as close as possible to 100%. 50% is a bare minimum for the results to be considered meaningful, but that does not mean we should stop trying once we reach 50%.

11. Can NYSED create a template for School Liaisons to fill out with teacher names, emails, etc. that we can send out?

A template has been created and sent out on March 9, 2021. If you did not receive this document please contact your respective Resource Center.

12. Many principals and districts have been contacting us saying they have received the letter, however we were unable to service their students this program year. Do they need to respond to these at all if we did not service any of their students?

If there is any chance that their students might end up participating between now and May 14 then yes; if not, no.

13. Upon surveying my principals they have heard nothing? Are you still working on that?

All principals received communications from EMSC21STCCLC@nysed.gov providing context. If your principals have not received this, please contact them to confirm their correct email address or prompt them to check their spam. All remaining principals' contact information must be provided to NYSED immediately.

14. Will teachers need password and user info to access the survey?

No – they will access it by clicking a link in their email. This link will direct them to a EZReports screen where they will verify their name/email address to proceed to the record survey response screen for their linked students.

15. If the ELA and/or Math teacher for a student above 10 hours is also providing after school service, should that data be input into the tracker and survey sent to that teacher?

As explained in the letter to Program Managers, it is preferable, where possible, to avoid surveying teachers who also provide service to the 21CCLC program. However, if that is the only teacher who is providing a student with ELA and/or Math instruction, then that teacher should still be surveyed.

16. If we have a teacher and a teacher assistant in a classroom and we use them as the 2 teachers, will it matter that they are listed as teaching the same subjects?

This is not acceptable. Two teachers are only required for students in MS/HS or other departmentalized programming. For these students, two teachers are required specifically so that we can get input about both ELA and Math. (For students in self-contained classrooms where the teacher provides both subjects, a response is needed from only that one teacher.)

17. Our program runs for 8 hours a day. 6.5 hours for virtual learning assistance and 1.5 hrs for enrichment clubs. If we do this for all students 10hrs plus we will have

some students that only attended 2 days. Some of these students we haven't seen since September/October. Those teachers will still need to complete surveys?

Yes, they should complete the survey. Dosage analyses will be likely to reflect differential impacts for such students. They would not end up in the APR reports, and programs can include them or not in their analyses as they see fit.

18. What if teachers have not signed up with the program this year?

We are surveying regular day school teachers, NOT 21st CCLC teachers.

19. Will the survey ask if the teacher works in the 21CCLC program?

Yes.

20. Can we get a copy of the letter that went out to principals and superintendents so that we know what messages were communicated?

Principal letter had been sent out on March 8, 2021. If you need the subsequent letter, please contact your respective Resource Center.

21. We are a site that serves students from another school. We got an approved modification to do so this program year. Which teachers should complete the survey for those students?

ELA/Math Day school teachers.

22. How will we know if that principal was contacted?

You have to make contact with them. (See above regarding principals who did not receive initial contact from NYSED because we could not find their contact information.)

23. Will we see the survey questions prior to the surveys going out?

A copy of the survey has already been provided to all Program Managers and all principals who could be identified. The survey that teachers receive from EZReports email will look different but will have the same questions. Please refer to the NYS 21stcclc website for the [survey here](#)..

24. Will the letters to school principals request they identify a school liaison for us to work with?

Yes – that letter has already been sent out to all principals who could be identified. But programs need to follow up with each school.

25. Will you be collecting contact information for school liaisons?

No – the principals were requested to do that and you need to follow up with them if they do not get back to you.

26. What should an evaluator's role be in this process?

This is entirely up to negotiation between the Program Manager and the evaluator.

27. Will we be able to see which teachers have completed the survey?

Yes, within the Survey screen you have the ability to view the completed survey list by teacher and sent/completed count per teacher.

28. 21CCLC Sites in the Buffalo area just received clearance to recruit from BPS schools and charters they do not traditionally utilize, these new members are not in EZReports yet as we are going to have to start with working on getting State or District ID's. As we get those into EZReports will letters go out to those principals automatically regarding these surveys? *No, they will not go out automatically.*

Please notify EMSC21STCCLC@nysed.gov promptly as soon as you know who the new schools and principals are. They will still need to be added to EZReports but that step is not needed to get the principal letter to them.

29. Are we able to filter out teacher survey findings for 90+ hour students to assess regular attendee outcomes?

Yes, you will be able to filter the results on participation hours or any other criteria you choose that are based on data associated with students in EZReports, using custom downloads. The survey data export currently reports attendance days and not hours.

30. Is there a way to pull an upload with State and District ID's in the event that a school provided us with a combination of both?

Please contact your respective Resource Center.

31. Can we put multiple subject codes if a teacher is responsible for multiple subjects? Some of our younger grades do not switch teachers.

Yes – students in self-contained classes only need to have one teacher surveyed. When completing the EZReports template, enter “1,2” into the subject code column, indicating that the teacher teaches both subjects. (In EZReports, 1 = Reading/Literacy [aka ELA], 2=Math)

32. In some cases we have entered ELA/Math teacher in academic tab when registering students and also entered in stakeholders - will the teacher information entered carry into this excel data template?

If you have already entered teacher information under Stakeholder menu and then linked these teacher with students in their Academic Tab, then you do not need to do any teacher uploads? The answer to your questions is YES. The day school teachers which have been previously entered manually will show up in the “Download Data Template”. This excel file will include all day school teachers that have been linked with the student(s).

33. For an agency like ours, we have two day school elective teachers that implement elective instruction in the high school. The rest of our programming under 21C is facilitated by staff who are not teachers. Would the survey only go

to the day-time teachers, or the frontline staff (in the afterschool) as well?

The surveys are for day school teachers, not 21stCCLC teachers.

34. Can a column be added to the member upload spreadsheet for teachers to avoid doing double work?

No. The members (students) are uploaded at the beginning of the program. The teachers may get reassigned during the school year (especially more for 2020-21 school year) so we have a separate upload to link students to their teachers.

35. I'm still working with my local BOCES and NYSED to get my roster in the system. Can I upload the spreadsheet?

We have separate templates to load student demographics information and student's teacher information. You need to first upload all student demographics data. After this step is complete you can upload student's teacher information using "Academic Data Upload" feature.

36. On manual entry, if you use the Next button do all the previous teachers get saved?

If you click on "Previous" or "Next" button, the data will be saved for the current student. However, when you reach the last student record, the next button will be disabled and you need to click on "Save & Close" to save the data.

37. If we request the template with 2 teachers and a student doesn't have a secondary teacher will that be considered an error or will the second blank field be ignored?

Yes. All teachers are not mandatory. If you do not have a second teacher to enter leave these fields blank.

38. Can an auto remind be set to automatically go out to all teachers that have not completed surveys at different time frames?

A user will need to click the "Remind" link to send reminder emails to day school teachers. An auto reminder is not available.

39. Correct me if I am wrong, but is the survey only for ELA and Math teachers?

Correct! (Or classroom teachers for elementary students)

40. Do we input all enrolled students in after school program teachers?

The answer is yes. However, the filter is for only surveying teachers of students with 10+ hours gets applied at the time the survey goes out.

41. Will the teacher survey results automatically be sent to EZ Reports once completed by the teachers?

Yes.

42. Do we check code 1 and 2 for elementary students?

Yes.

43. What if the teacher teaches all subjects?

That is the normal situation for elementary teachers. That teacher's student(s) only need a response from one teacher. Check codes 1 and 2 only; the purpose of the codes is to record which of the two subjects included in state and federal objectives that individual teaches, not to document all of the subjects s/he teaches.

44. We have rolling enrollment so would we need to constantly redo this form to add new students?

You should not redo the form, as you need to keep the students who enrolled early in the cycle. But you would need to update the form as close as possible to the deadline to capture as many late enrollees as possible.

45. What if you have a teacher that runs academic enrichment on M/T and then they go to another school site TH/F. is there a way to enter two schools or do we put in two different teacher accounts for each school site?

Right now you will need to put the same teacher account with two day-schools. You can use append brief site name to their name so you can identify like John (Garcia MS) and John (Milton MS)

46. Must we have the principal's permission before we add any teacher information?

Principals should be informed of this process to avoid confusion.

47. Where can we see the report of which students don't have their teachers info input?

We have a "Student-Teacher Report" at the site level

48. In the event that the 21st CCLC teacher is also the student's primary teacher, could a co-teacher complete the report? For example, if the student is an ELL or has an IEP, they may have a co-teacher during math or ELA.

Yes, in fact it would be preferable (assuming the co-teacher is not also a 21C teacher).

49. Is it possible, within the subject selection for a teacher, to just state elementary instead of having to choose every subject? I feel this would streamline the entry.

On the EZReports template you only have to enter "1,2" in the subject codes. If you are collecting information from the Student Academic Information Upload Template, simply list the teachers' information under the Elementary column.

50. Is this for the all day time teachers who teaches in the high school, even if they are not under the 21st grant for our site?

You want to avoid using teachers who are under the 21C grant (if possible).

51. What will this look like from the teacher perspective? If a teacher has 10 students who are participating in the 21C program, will they receive 10 separate emails with a survey link for each student? And will they then receive 10 reminder emails if they haven't responded? Or is there one survey link where they will be able to enter responses for all 10 students?

They will receive only one email with one survey link, but will need to complete 10 surveys which the link will lead to. The link will open a page that will list all 10 students assigned to them and they can complete the survey for each student by clicking on the [Start Survey] button in front of the student's name.

52. Will the teacher receive an email that they are in the system when we enter their info?

No. We will be requesting that principals notify teachers and request their assistance; the teachers will not receive a direct email from the EZReports system until the survey is sent to them.

53. Will the Program Director be sending out the survey email to the teachers or will the email be automatically generated through EZ Reports once the teachers are added to the system?

The system does not currently allow emails to be sent from one centralized source (through NYSED). The program director or site coordinators can send the survey email to teachers.

54. Should teachers be notified to mark "EZReports" as an accepted email address to avoid these emails going to their spam/junk email folder? Have you experienced issues with these emails being viewed as spam or as potential phishing?

The EZReports email system is recognized to ensure it does not get blocked by spam filters, but this system is not 100% effective. Asking teachers to mark an accepted email address could help further reduce blocked emails, although it would be difficult to know whether the teachers follow up.

55. Will a draft of the survey be shared for input?

The draft was circulated for input and finalized about a month ago. The final survey has been posted on the NYS21CCLC and NYSED websites (although the formatting on EZReports will look different). You can find the [survey here](#).

56. Can the State add the email template into EZReports for everyone? Or does it have to be done at the program level?

A customization for NYSED is being made where a common email template provided by them will be available for all programs to use. The program director or site coordinator can just select the template to populate the email message and blast the email.

57. How do we select two teachers for a single student?

One ELA teacher and one math teacher. This is only necessary for MS/HS students; elementary students only need one teacher response if they have a teacher who teaches both subjects.

