

Frequently Asked Questions for Deploying Partners in Learning School Research in Your Country or Region

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Security of and Access to Schools Data

Question: Is the school level data secure and who has access to it?

Answer: Each school's data is secured through the Windows Live ID authorization and identity management process. The "research leader" from the school who sets up the tool for their school (Step 2 in set up process) has to have a Windows Live ID to set up the tool and that individual and the individuals they invite from the school to be part of the leadership team (Step 1 in set up) are the only ones who have access to the tool for that school. They are responsible for sending the survey URLs to other teachers and school leaders in the school. It does not require Live ID to take the surveys, only to manage the set up of the tool.

Once the surveys are taken, access to a school's data is only allowed to the individuals identified in the set up process (Step 1) who are assigned as research leaders for the school by a person from that school. An individual school's data will be confidential and anonymous (the name of the school will not be associated with school level data). All teacher data will be confidential and anonymous as well.

Question: Can a school compare their scores to another school's scores?

Answer: Beginning in July 2011, there will be an "analysis portal" from a school's "dashboard" on www.pilsr.com that will allow a school to compare their scores to other schools in their region or country, **after 5 or more schools have completed the research**. All the other schools' data will be reported anonymously (school name hidden) and no individual school's scores will be identifiable.

Question: Can any school, of any school type, use the www.pilsr.com tool?

Answer: Yes, this tool is open to any school (public, private, religious) in primary or secondary education. The only constraint is that the tool is online and teachers and school leaders must be able to take the surveys online. They can access the surveys from home or public computers as long as they have the survey link (URL) specific to their school.

Education System Level Issues

Question: What kind of data and reports can education leaders have (national or regional policy makers, system administrators)?

Answer: Many ministries of education have expressed interest in this research and the tool. The tool is fundamentally designed to help individual schools understand and measure innovative teaching. However, if larger system level leaders (e.g. ministries, regional policy leaders) would like to partner to promote and/or require schools to use this tool, we can develop reports of the scores of all the schools that participate. However, no individual school measures will be associated with the name of that school.. If entities want to use the PILSR research surveys for their own formal assessments, we are happy to share the methods and our analysis techniques, but we do not conduct formal assessment for education systems. Thus, in the www.pilsr.com system level reports

- No individual school names will be associated with that school's data or measures
- Individual school's data will be represented anonymously (e.g. "School A," "School B," "School C").
- At any level of comparison (postal code, region, country) at least 5 schools at that level must have completed the research to enable comparisons at that level.

Technical System Requirements

Question: What are the system requirements for conducting the research and taking the surveys?

Answer: The system requirements are as follows:

- Internet browser: the following browsers are supported:
 - Microsoft Internet Explorer 6 and later
 - Mozilla Firefox 3 or later
 - Apple Safari 5 or later
 - Google Chrome
- Internet connectivity: Minimum speed of 56K. A high speed connection is recommended.
- JavaScript: JavaScript must be enabled in your browser. JavaScript is enabled by default in Internet Explorer. For more information about how to enable JavaScript, consult the Help section of your browser.
- Cookies: The research leaders who registers and sets up the research tool for their school, cookies must be enabled in their browser. Cookies are enabled by default in Internet Explorer. For more information about how to enable Cookies, consult the Help section of your browser.

Signing up to conduct research

Question: Who can sign up to register a school?

Answer: Any school leader or educator in a school can sign up and register their school to conduct the research. This individual must have or acquire a Windows Live ID.

A Windows Live ID can be created through the sign up / register process. An existing email address can be used and associated with a Windows Live ID as well. There are no costs involved to getting a Windows Live ID (like a Hotmail account).

Question: If a school has already registered for the research, can the same person register another school?

Answer: If a school wants to register another school within the same year, they must use a different email address / Windows Live ID to do this. A school can register with the same email address to measure progress 10 months or later after they have run the research the first time (we recommend running the research 1 time per year).

Assigning research leaders

Question: Who can a school assign to help with the research?

Answer: Currently, a school can assign any school leader or educator who has a valid Windows Live ID. Most existing email addresses can be associated with a Windows Live ID by registering for a Windows Live ID.

Question: How many research leaders can be assigned to help conduct the research?

Answer: A school can assign one primary research leader to set up the research for their school, and up to five additional research leaders to help manage the research in the school. The primary research leader can be a school leader or an educator.

Question: Can a school re-assign research leaders during the research?

Answer: The person who signed up and assigned research leaders during Step 1 of the set up can re-assign research leaders.

Setting up surveys

Question: Can multiple people register the same school?

Answer: If multiple members wish to conduct the research at the same school within the same year, they must use different school names to do this.

Question: Can a school change the settings for the school research after they have set up the surveys?

Answer: A research leader can change survey settings such as survey dates, number of educators and school leaders, and participation goals before the surveys start. If they need to change the language and

region settings (such as Country, School Name, State, Postal Code), they must delete the school research system before the surveys start and create a new school research system.

If the survey has already started, you can change Survey End date as well as the program involvement details.

Launching the surveys

Question: Who should the survey links (URLs) be sent to?

Answer: We recommend sending the Educator Survey invitation email to all the educators at the school, and sending the School Leader Survey invitation email to all the school leaders at the school for the most relevant results. There should be many fewer responses to the School Leader Survey in most schools.

Question: How can educators and school leaders access the surveys?

Answer: After the surveys are scheduled to start, the educators and school leaders can access the surveys by clicking on the URL link that is provided to them by the research leaders who sends out the survey invitations.

Question: What are the prerequisites for taking the Educator and School Leader Surveys?

Answer: A research leader for the school will need to send the URL for the survey. The research leader will decide who receives the Educator Survey and who receives the School Leader Survey. When the recipient then opens the URL, they can start taking the survey.

Question: If an individual has started taking the Educator Survey, can they take the School Leader Survey instead?

Answer: If your research leader sends you the URL to the School Leader Survey, you can take the School Leader Survey. However, you must use a different email address from the one that you used to take the Educator Survey. We recommend that each person takes the survey that is most relevant to their role for the most accurate results.

Question: If an individual starts the survey, can they save their responses and continue the survey later?

Answer: They can save their answers if they click Save & Exit. To return to the survey with the saved data, they open the URL that they received from your school research leader, enter their email address, and then navigate to next page to be completed.

Managing the survey responses

Question: Can the research leader extend the close date of the surveys if their school does not receive enough responses within the timeframe they allocated?

Answer: Yes. The research leader can extend the close date, up to 24 hours after the current close date.

Question: What happens if the school receives more responses than the number of educators or school leaders that were specified during setup?

Answer: The number of educators / school leaders will be automatically increased to the actual numbers in the final report. Their additional educators / school leader's responses will be counted in the final report.

Downloading and Viewing the Final Report

Question: When will the report including the results for a school be available?

Answer: The report will be available for the research leaders to download within 24 hours after the surveys end. The reports will be in PowerPoint format.

Receiving reminders for next year

Question: Can a research leader change whether they will receive email reminders to re-register their school to run the surveys the next year?

Answer: After the research ends, a research leader can change this option in the **Other Available Actions** section of the Dashboard.

Question: When will the research leader receive the reminder, if they choose to be reminded?

Answer: The research leader will receive the reminder 10 months after the research ends.

For technical questions or issues that are not covered here, please contact support@pilsr.com.