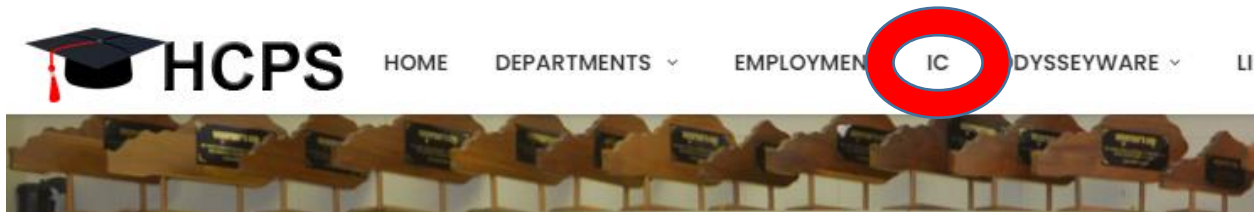


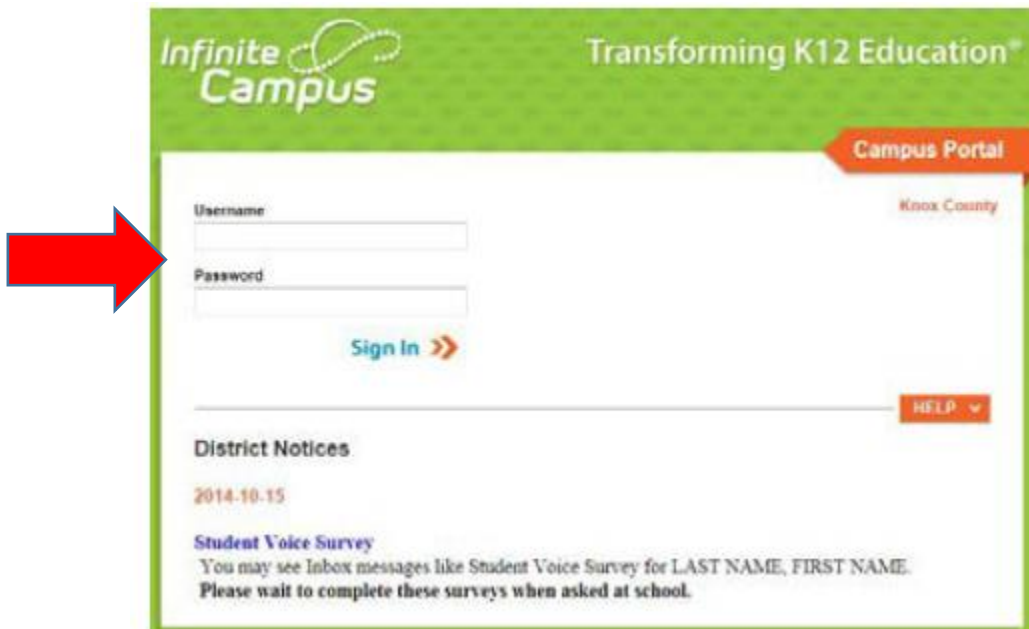
Student Guide to the Student Voice Survey

****NOTE: The survey can only be completed on a computer- it will not load properly on a cell phone****

Step 1: Go to the school's website (harlan.kyschools.us) and click the link at the top for Infinite Campus (IC)



Step 2: Enter the username and password provided by your teacher and click **Sign In** (if it does not work, let your teacher know as soon as possible)



Step 3: Click the inbox to expand it

The screenshot shows the EIGHT AS STUDENT interface. At the top, it says "EIGHT AS STUDENT" and "Welcome EIGHT AS STUDENT" with a "Sign Out" button. Below this, it identifies the user as "14-15 CENTRAL ELEMENTARY SCHOOL" with "Student Number:" and "Grade: 04". On the right is the "Infinite Campus" logo. A left-hand navigation menu includes "EIGHT", "Calendar", "Schedule", "Attendance", "Transportation", "Reports", "Demographics", "Family", and "Messages" (with a red notification icon). The main content area shows a "District Notices" section with a "NEW" tag for a message dated [10/15/2014]. The message subject is "Student Voice Survey" and the text says "You may see Inbox messages like Student Voice Survey for LAST NAME, FIRST NAME. Please wait to complete these surveys when asked at school." Below this are two expandable sections: "School Notices - 1 message" and "Inbox - 3 messages (3 new)". A red arrow points to the "Inbox" section.

Note- surveys can only be completed between 7:00 am and 5:00 pm to count

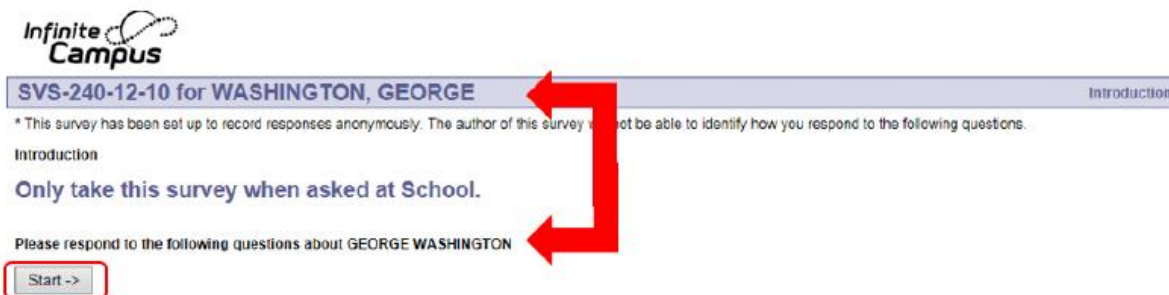
Step 4: Click the name of the teacher for who you are completing the survey. It should be your 1st period teacher. If you do not see your teacher's name, let them know as soon as possible. Also, you may be asked to complete 2 surveys if your 2nd period teacher has 1st period planning.

The screenshot shows a detailed view of the "Inbox - 3 messages" section. It contains a table with columns for "Date" and "Subject". The messages are:

Date	Subject
12/10/2015-12/10/2015	SVS-240-12-10 for LINCOLN, MARY TODD
12/10/2015-12/10/2015	SVS-240-12-10 for WASHINGTON, GEORGE
12/10/2015-12/10/2015	SVS-240-12-10 for WASHINGTON, MARTHA

A red arrow points to the first message, "SVS-240-12-10 for LINCOLN, MARY TODD".

Step 5: Verify the teacher's name.



Step 6: For each question, click the circle beneath the answer which best describes how you feel. After you have completed all questions on the page, click **Next Page** at the bottom.



Step 7: After you have answered all questions, click **Complete Survey**



****Do NOT click on the Exit  button at the top of the survey browser window. Surveys are considered incomplete if the Complete Survey button is not clicked.**

Finally, click **Close Survey** on the next page



SVS-240-12-10 for WASHINGTON, GEORGE

Completed

Close Survey