CalSCHLS

Guide to Accessing Response Counts

The number of student/staff/parent respondents who have completed surveys may be viewed at any time during the administration window. This guide will help you determine when to close your survey window and whether any specific schools require follow-up regarding survey completion.

Why Response Counts Matter

Knowing your response counts can help you determine whether to keep surveying or not. If the response is not high enough, you may want to do an extra push to collect more data. Additionally, you can see response counts by school, so you will know where to focus your efforts.

There are two primary considerations to keep in mind when it comes to response counts for the student survey. First, reports (both district and school) require a minimum number of responses: 10 to get a report at all and 25 to get demographic breakdowns. Second, a response rate of at least 70% is needed for data to be considered representative. For the staff and parent survey, response rates are not calculated, but they do require a minimum of five responses to receive a report.

Accessing Response Counts

Response counts are available on a password-protected dashboard. The district coordinator is given access automatically. If you would like additional people to have access, please email your TA or calschls@wested.org.

To view survey response counts, visit https://calschls.org/my-surveys.

- If you have a Password-Protected Data Dashboard subscription, log in with your credentials.
- If you do not have a subscription, please click on “forgot your password" and use the email you registered with on the Coordinator Portal to set a password. You may then log in with that email and password.

Viewing Response Counts

Once you are logged in to the dashboard, you will select the current school year in the Response Counts box. Once at the Response Counts Dashboard, you may select Elementary, Middle School, High School, Parent, and Staff, as applicable. You will be able to view the number of responses by school and grade. You will also see the earliest and most recent dates of completed surveys. Near the top of the screen, you may select “Printer” and use the printer icon to download a PDF of the page you are viewing.

If you have additional questions, please email calschls@wested.org with a clear subject line so we can route your question to the appropriate support personnel.