

Opportunity to Learn Survey

Purpose

The Opportunity to Learn (“OTL”) Survey is designed to collect data from students about their learning experience this year. This survey includes questions related to student attendance, location, resources available, and self-assessment about a student’s capacity to successfully learn and retain knowledge during the school year. The results for this survey will not display in the Reporting System, but you may track student completion of the survey through NGSATIDE, as detailed later in this Quick Guide.

The OTL Survey does not require the use of a secure browser. Students can access the survey in any supported web browser (see the table in

[Administering the OTL](#) section).

Please note: The OTL survey is limited to one attempt per student.

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Information for Principals / Teachers

Administering the OTL

The first step in administering the online survey is to share the link provided by RIDE with your students.

Link: <https://ri.tds.cambiumast.com/student/?session=RI-237B-1D>

The survey does not require the use of a secure browser or teacher approval for students to access the survey, so districts and schools have the flexibility to assign the survey as homework or after classwork.

Students will need the survey link, their first name as it appears in the NGSAT Information Distribution Engine (TIDE), and their SSID/SASID. Unlike NGSAT administration, test administrators do not need to ‘approve’ students to join the test/survey session.

Options for the required software for student devices is listed in the following table.

Student Device	Required Software
Loaner device from school district	Chrome or Firefox web browser
Personal device running Windows, Mac, or Linux	Chrome or Firefox web browser
Personal device running Chrome OS	Chrome web browser
Personal iPad	Chrome or Firefox web browser

How to Communicate Survey Information Securely to Students

Teachers need to communicate links to the survey, first names (as shown in the NGSA TIDE system), and SSIDs/SASIDs to their students so students can take the survey. This information *cannot* be shared over unsecured communication methods like email or through text messages. Instead, teachers should communicate this information to students using a secure method, such as whichever classroom management system teachers and students are already using for instructional purposes. Teachers or test coordinators may also prepare and then provide test tickets to students using that NGSA TIDE functionality if the survey will be administered in-person.

For Students With Accommodations

To ensure the survey is as accessible as possible, text-to-speech will be available to all students. Text-to-speech will not play automatically. A student will need to prompt text-to-speech within the test delivery system to read the questions and/or responses.

The appropriate presentation setting will need to be set in NGSA TIDE for students who need the survey in Spanish or Braille. For information on setting Spanish or Braille, please refer to the [NGSA TIDE User Guide](#) located on the [NGSA Portal](#).

For a student requiring the Braille version of the survey, please contact the NGSA Help Desk after setting the appropriate presentation in NGSA TIDE. To administer the Braille version of the survey, the student will need access to a test session proctored by a TA. The Help Desk will work with the NGSA Program Team to schedule a session. The NGSA Help Desk can be contacted at rihelpdesk@cambiumassessment.com or 1.866.757.9437

Opportunity To Learn Survey Instructions

RIDE has provided the script below to support administration of the Opportunity to Learn Survey. The survey may be administered to students at any time during the window, and can be administered remotely, in the classroom, or as an assignment. If given outside of class, please include the text of the script as instructions to the students so they are aware of how to take the survey.

Please note that a teacher can help students clarify their understanding for the survey questions if they request it. These questions are not secure. The teacher can provide step-by-step guidance if students need assistance with vocabulary or if they need clarification about specific questions. The teacher can also go through the questions one by one as a class activity or read the questions to the students for the students to answer individually on their own devices.

SAY: "We will now take the Opportunity to Learn Survey.

This survey is intended to help us understand your learning experience this year.

This should take you approximately 10 minutes or less to complete.

Please log in using the link provided, as well as the ID number and your first name shared with you."

[Pause.]

SAY: "Before you begin the survey, I will provide additional instructions."

"If you find that you do not know how to answer a question, please raise your hand. You will not be able

to return to the survey once you have submitted it. Please make sure to review your survey and complete any questions marked for review. To review your survey before submitting it, select the End Test button and select the items you want to review from the End Test screen. You can go back to an item by clicking on the item number. Once you have completed your review and are ready to submit the survey, please raise your hand."

Follow local procedures to actively proctor the survey session and to document any testing irregularities that occur (e.g., technology issues).

Figure 1. Begin Test Now Button



SAY: "Confirm the Audio/Video checks and Help guide. Once you are done, select Begin Test Now."

Students will begin taking the survey.

End of OTL Survey

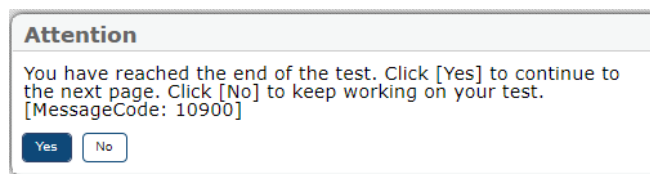
When students have reached the end of the survey, provide the following information to guide them through submitting their responses.

SAY: "The survey is now over. Click End Test and raise your hand when you see the Attention message."

Figure 2. End Test Button



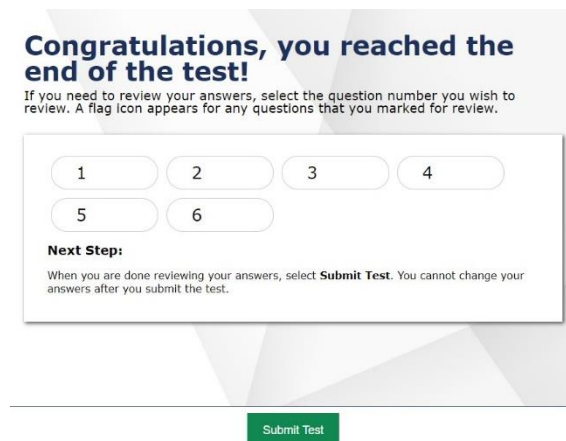
Figure 3. End of Test Attention Screen



If students click 'yes', they will move on to the End of Test Review Screen. Otherwise, students will remain on the final item screen if they click 'no'.

SAY: "Please review your survey one more time to make sure you are happy with your responses. You will not be able to return to the survey after you have submitted it."

Figure 4. End of Test Review Screen



Congratulations, you reached the end of the test!

If you need to review your answers, select the question number you wish to review. A flag icon appears for any questions that you marked for review.

1

2

3

4

5

6

Next Step:

When you are done reviewing your answers, select **Submit Test**. You cannot change your answers after you submit the test.

Submit Test

SAY: “Click Submit Test on the Review Items Screen to submit your survey.”

SAY: “If you do not know how to submit your survey, or cannot submit your survey, please let me know now.”

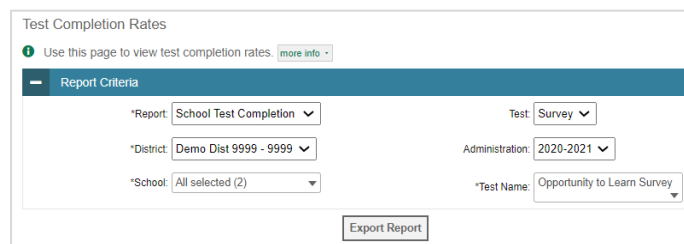
The student can click Logout to exit the survey and close out their web browser.

View OTL Student Completion Rates

The tasks available in the **Monitoring Test Progress** task menu in NGSA TIDE allows you to generate various reports that provide information about a test administration's progress. The Test Completion Rate report summarizes the number and percentage of students who have completed the OTL Survey. For further NGSA TIDE guidance, please reference the [NGSA TIDE User Guide](#).

1. From within the **Administering Tests** task menu and the **Monitoring Test Progress** dashboard, select **Test Completion Rates**. The **Test Completion Rates** page appears.
2. In the **Report Criteria** panel (see Figure 510), select the ‘Test’ parameter and select **Survey**. Adjust other report criterion as desired.

Figure 50. Test Completion Rates Search Fields



Test Completion Rates

Use this page to view test completion rates. [more info](#)

Report Criteria

*Report: School Test Completion

*District: Demo Dist 9999 - 9999

*School: All selected (2)

Test: Survey

Administration: 2020-2021

*Test Name: Opportunity to Learn Survey

Export Report

3. To open the report in Microsoft Excel, select **Export Report**. Figure 611 displays a sample Test Completion Rate report.

Figure 61. Test Completion Rate Report

Date	Administ	Test	Test Name	District ID	District Name	School ID	School Name	Opportun	Total Stud	Total Stud	Total Stud	Percent St	Percent C
4/19/2021	2020-2021	Survey	Opportun	9999	Demo Dist	9999-9999	Demo Sch	1	36	6	4	16.67%	11.11%

Information for Students

Signing in to Take the OTL

Once students have the required software as outlined above, they are ready to sign in and take the OTL survey.

1. Launch the required software on your device.

2. Enter the following information:

- a. In the *First Name* and *Student ID* fields, students enter their first name and SSID. The student first name should match the student's name in TIDE. Students should not use nicknames.

- b. The *Session ID* field will be pre-populated with the Session ID.

3. Students select **"Sign In."** The *Is This You?* page appears.

4. If all the information on the *Is This You?* page is correct, select **"Yes"** to proceed. The *Your Tests* page appears.

If any of the information is incorrect, notify your test administrator before proceeding.

5. From the *Your Tests* page, select the Opportunity to Learn Survey.

Figure 72. Student Sign-In Page

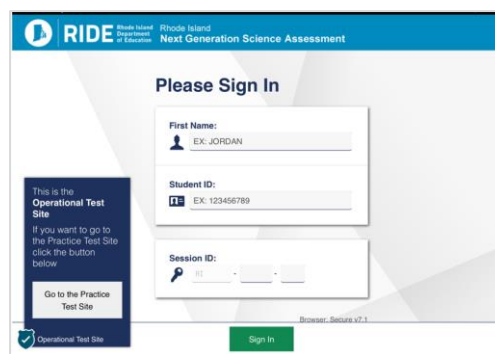


Figure 83. Is This You? Page

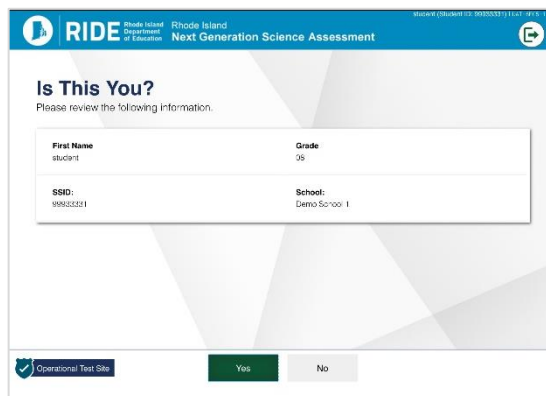
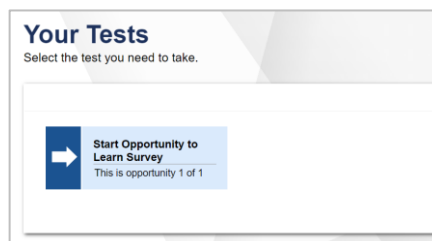
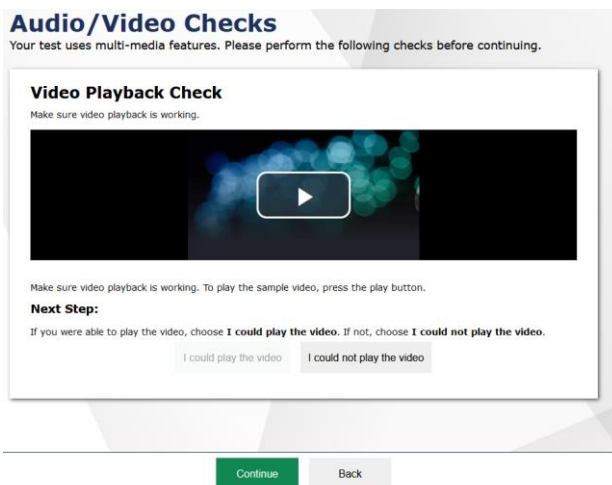


Figure 94. Your Tests Page



6. The **Audio/Video Check Page** (there are no video items; audio will only be heard if students are using text to speech) and then the **Instructions and Help Page** will appear.

Figure 105. Audio/Video Checks Page



7. To start the test, select **Begin Test Now.**

Survey questions will appear on the screen. Students can test normally as if they were in school. Test administrators will be able to remotely monitor their progress throughout the test using the test administration site.

Figure 116. Instructions and Help Page

