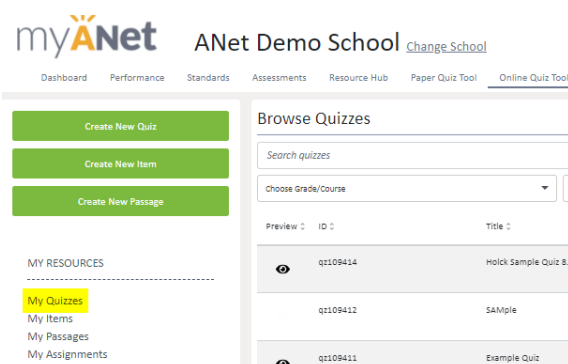


Building SEL surveys through the Online Quiz Tool

It is critically important to ensure student voice and perception are incorporated into decision-making. Social-Emotional Learning (SEL) surveys are one way to gain insight into students' well-being and their experience with school. ANet has incorporated items from open-source surveys from Panorama Education into the Online Quiz Tool and is making these items available to all schools to build their own SEL surveys. Any staff members with access to myANet will have the option of launching their personally-created surveys through the Online Quiz Tool for students. Prior to administration, we recommend verifying that your school has the systems and resources in place to use the results from these measures to support students. More information about what steps are needed to do this are included below.

Please note: All active assignments will be available for students on their 'Assignments Homepage', including their ANet interim assessments, if applicable. For additional support, please reach out to ANet Support at help@achievementnetwork.org or 877-764-9327.

Additional resources to support use of the Online Quiz Tool can be found in this [Online Quiz Tool Resource Bundle](#).



There are 3 steps in the survey creation process:

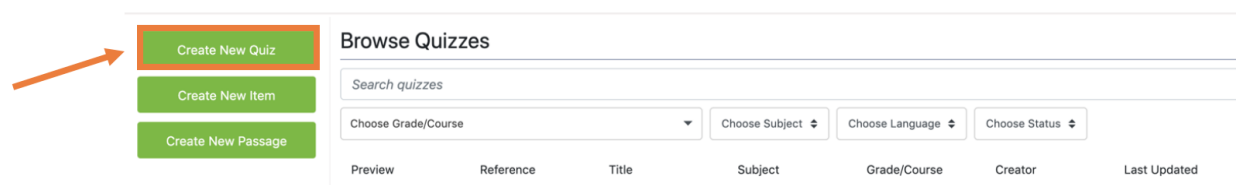
1. **Details:** After clicking "Create New Quiz," you will input key information about the survey that will allow you to sort and search for the survey at a later time.
2. **Questions:** In the second step, you will search for and add items to your survey. Please note that you can only add **published** items to a survey. We have a number of existing SEL items available for your use, and you are free to create additional school-specific items.
3. **Save and View:** In the final step, you will save and preview the quiz.

To get started, log in to myANet and click the 'Online Quiz Tool' tab.



Details: Setting Up Your Quiz

1. On the left side of the screen, select 'Create New Quiz'.



2. In the 'Details' section, you will input key information about the survey that will allow you to sort and search for the survey at a later time. Required fields are indicated by a red box.

Create Quiz

Title:

Subject:

Grades/Courses:

Calculator:

Language:

School Year:

3. For any SEL survey, you'll select "Other" for Subject and the applicable grades. We recommend selecting all the grades your school serves to have access to the largest amount of potentially applicable SEL items..

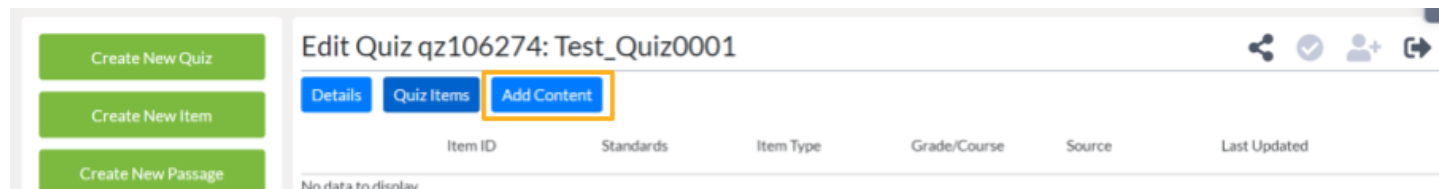
Please contact ANet Support at help@achievementnetwork.org or 877-764-9327 with any questions.

Building SEL surveys through the Online Quiz Tool

- Once you have entered your survey details, click 'Submit'.

Adding Content to Your Survey

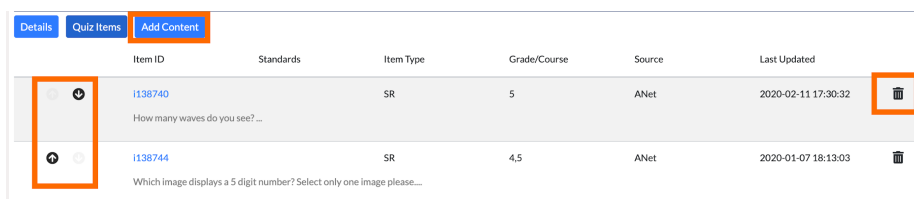
- You can add content to your survey by clicking the blue button labeled 'Add Content', which will display an item search filter and a list of items for your survey.



- Filters and items displayed will default to the information entered on the 'Details' page. You can find and browse the SEL items for your survey by filtering for the subject "Other."
- You can also use [this document](#) to preview our recommended items and decide what would be most beneficial to ask your students.
- You can follow the instructions below to add unique items for your school community as well.
 - On the left hand side of the screen, select "Create New Item"
 - In the "Details" section, input information about the item (for Subject, please choose "Other.")
 - Enter the content of the question (can be made up of one or multiple parts)
 - You do not need to select a "correct" answer, as this is not a mandatory field and not relevant to this kind of survey.

Save and View: Reviewing and Finalizing Your Survey

- Once you add items to a survey, you will be brought to the edit quiz page, which you can also access by navigating to 'Quiz Items.' Here you will be able to make additional adjustments to the survey. You can add or remove items as well as change the order.
 - The arrows will allow you to change the ordering of items and the trash can will remove items
 - You can add additional items by returning to 'Add Content.'



Please note: you will want to keep the items in this order as the section names are within specific items.

Preview

- In order to preview your survey, select 'Exit to List.'
- In your 'My Quizzes', you will find the survey you have recently created.
- Click the eyeball to preview your survey. Click 'Start' to review the items on the survey. *The preview available for teachers will be slightly different than a student view in the platform.*



Please contact ANet Support at help@achievementnetwork.org or 877-764-9327 with any questions.

Building SEL surveys through the Online Quiz Tool

Preview	ID	Title	Subject	Grade/Course	Owner	Last Updated ▾
	qz106393	Math Standard Test Quiz	Math	5		

- Now that you have seen a preview of your survey, return to 'My Quizzes' and click on the title of your survey. This will bring you back to your 'Quiz Items' page where you can continue to edit the survey or finalize and publish your survey.
- Finalize your survey by selecting 'Finalize and Publish Quiz'.



Finding your Survey at a Later Time

After you have saved or published your survey, you can later search for it by navigating to the 'My Resources' section along the left hand side, and selecting the 'My Quizzes' section. Here you can use the information you inputted into the 'Details' page to help you search for a survey.

Sharing Surveys

To share your survey with other members at your school, save your survey and select the 'Share' icon on the top right hand side of your screen.

- You can share an unpublished survey to collaborate on the survey with other members at your school. Any user with access to this survey will be able to edit and publish. **Please note**, when a user publishes a survey, the survey can no longer be edited by any user.
- To share a survey, and limit the ability for any user to edit, select 'Finalize and Publish' prior to sharing. This survey will not be able to be edited once published.



For more information on sharing and collaboration, please view [this resource](#).