Procedures for completing on-line surveys
Collaborating Organizations

- Council of Chief State School Officers [www.SECsurvey.org](http://www.SECsurvey.org)
- Wisconsin Center for Education Research [www.SEConline.org](http://www.SEConline.org)
- Learning Point Associates/NCREL [www.SECsupport.org](http://www.SECsupport.org)
- TERC Regional Alliance DEC Project [www.ra.terc.edu/DEC](http://www.ra.terc.edu/DEC)
From the home page, click on the Registrar button.

If registered, enter your username and password, then click on the “Login” button.
If not registered, select your group from the drop-down menu, then click on the “Register” button.

If registered, enter your username and Group ID#, then click on the “Log-in” button.

Just visiting? Click on the “Guest” button!
SEC Online Registration

Registration Page

Complete all required fields (*).

Be sure to select the subject and grade level you will be reporting on.

NOTE: Your personal information will remain strictly confidential.
Final Step

After submitting your personal information you will be prompted to enter a username and password.

You will also be prompted to enter an e-mail address. This will be important if you forget your username or password.

NOTE: Both username and password are required to log-in.
**Survey Menu**

Individual responses are kept confidential and are not reported to your group provider. Only you can review your individual results.

*(Green Text indicates you have previously completed that section: check to review, un-check to skip.)*

<table>
<thead>
<tr>
<th>School &amp; Class Description</th>
<th>Educational Technology</th>
</tr>
</thead>
<tbody>
<tr>
<td>Most Recent Unit</td>
<td>Use of Assessments</td>
</tr>
<tr>
<td>Use of Homework</td>
<td>Instructional Influences</td>
</tr>
<tr>
<td>Instructional Activities</td>
<td>Instructional Readiness</td>
</tr>
<tr>
<td>Problem-solving activities</td>
<td>Teacher Opinions &amp; Beliefs</td>
</tr>
<tr>
<td>Small group work</td>
<td>Professional Development</td>
</tr>
<tr>
<td>Use of hands on materials</td>
<td>Teacher Characteristics</td>
</tr>
<tr>
<td>Formal course preparation</td>
<td>Instructional Content</td>
</tr>
</tbody>
</table>

**Instructions for Selecting the Target Class -- Mathematics Instruction**

For all questions about classroom practices please refer only to activities related to mathematics instruction. If you teach more than one mathematics class, select the first class that you teach each week. If you teach a split class (i.e., the class is split into more than one group for mathematics instruction) select only one group to describe as the target class.

Note Instructions for Selecting the Target Class!
Instructions for Selecting the Target Class

• For all questions, please respond only for the selected subject.

• If you teach more than one class in this subject, respond only for the first class that you teach each week for this subject.

• If that is a split class (i.e., the class contains more than one group for instruction, and each group is taught separately), respond for only one group.
Online Survey Completion

Your data is saved each time you click on a Submit button. You may log-off at any time by simply closing your browser. Your progress will be noted on survey menu when you return.
Reporting Instructional Content

- Use of lesson plans, grade books, text, etc. encouraged for recall
- Topic Coverage is organized and reported by Content Area
  (e.g., for Mathematics:)
  - Number Sense, Properties & Relationships
  - Measurement
  - Data Analysis, Statistics, Probability
  - Algebraic Concepts
  - Geometric Concepts
  - Instructional Technology
- Cognitive Demand reported for each topic covered
  (e.g., for Mathematics:)
  - Memorize
  - Perform Procedures
  - Demonstrate Understanding of Mathematical Ideas
  - Conjecture, Generalize, Prove
  - Solve non-routine problems, make connections
Step 1: Report time spent on topics taught

Review the list of topics presented for the current Content Area. For each topic in the list that is taught to the target class, select a radio button corresponding to 1, 2, or 3 based on the following definitions:

0 = Not covered
1 = Less than 1 lesson
2 = 1-5 lessons
3 = more than 5 lessons

<table>
<thead>
<tr>
<th>Topic</th>
<th>0</th>
<th>1</th>
<th>2</th>
<th>3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Place value</td>
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<tr>
<td>Whole numbers</td>
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<tr>
<td>Operations</td>
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<tr>
<td>Fractions</td>
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<td>Decimals</td>
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<tr>
<td>Percents</td>
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<tr>
<td>Ratio, proportion</td>
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<tr>
<td>Patterns</td>
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<tr>
<td>Real numbers</td>
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<tr>
<td>Exponents, scientific notation</td>
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<tr>
<td>Factors, multiples, divisibility</td>
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<tr>
<td>Odds, evens, primes, composites</td>
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<tr>
<td>Estimation</td>
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<tr>
<td>Order of operations</td>
<td></td>
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<tr>
<td>Relationships between operations</td>
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<tr>
<td>Mathematical properties (eg. distributive properties)</td>
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</tbody>
</table>

Continue | Reset
Step 2: Report expectations for students for each topic taught.

For each topic selected from the previous screen set the cognitive expectations for students for each of 5 categories of cognitive demand, using the following definitions:

0 = No emphasis
1 = Slight emphasis
2 = Moderate emphasis
3 = Sustained emphasis
Step 3: Repeat steps 1 & 2 for each content area presented.

Step 1: Report time spent on topics.

Step 2: Report expectations for students.
Survey Completion

Editing Results

Completed survey sections may be reviewed/edited until:

1) The survey completion window has closed

2) You review results for a given survey section

To review/edit responses:

Check the box on the Survey Menu Screen next to the section you want to review/edit. (Completed sections will be identified by green text.)
Reviewing Results

Online Report Generator

Results are available for review immediately upon completion of required survey sections.

While results are available immediately, you may want to wait until all teachers from your group have completed the survey before reviewing results.
If you have any questions or difficulties, our email address is: mecgrou@education.wisc.edu

For your convenience, a link to this address is available under “Contacts”. In most cases we can respond to your question on the same day it is received.