

Dear Principal,

Re: Instructions for completing the 2016 Electronic Provincial Satisfaction Surveys for the Ministry of Education.

There should be one or more PDF files attached with these instructions which include logon numbers for completing the survey. There should be a separate file for each appropriate grade completing the survey. There should also be a separate file each for parents and staff, if your school is completing them electronically. If you do not have any PDF files attached, then please reply immediately and they will be re-sent to you.

Important: Do not share your logon numbers with other schools as they are specially coded to your school.

Important: Please make sure to pass the appropriate logon number to each student, parent, or staff member. Each file is named for its target group, e.g. grade 3, grade 4, etc. The first two digits of the logon number also identify the target group, in case you accidentally mix the files.

03xxxxxxxx – Grade 3(in cases where you do not have any grade 4 students)

04xxxxxxxx – Grade 4

07xxxxxxxx – Grade 7

10xxxxxxxx – Grade 10

12xxxxxxxx – Grade 12

PGxxxxxxxx – Parent/Guardian

STxxxxxxxx – Staff

****Please Note – PIN Codes for this school year will all end in a six (6)**

The easiest way to administer the logon numbers is to Open and Print the file(s) that you received with these instructions; cut them into strips and then hand one logon number to each student as they go into the classroom [You can distribute logon numbers to staff and parents as you wish]. After they are done, you should have students throw out their logon numbers so that they don't get used again. Have participants go to:

www.bced.gov.bc.ca/sat_survey/access.htm

Have students, parents, or staff enter their logon number in the logon box, select the language of preference, and click "Log On". The appropriate survey will appear for them to complete. Once they are done, it will say "Thank you for sharing your views".

Have students click the Next button to return to the Logon screen, ready for the next student to enter their logon number.

If you have any "Page Cannot be Displayed" messages appear, then please contact us right away using the contact information below. Anyone in the office can help you. You can re-enter your survey using the same logon number if your computer crashes, or if you need to leave and return later.

If you could please confirm in a reply email that you have received your files of logon numbers, it would be greatly appreciated. Please feel free to call us or email if you have any questions. Thanks.

Support,

Debbie Willock and the Willock Team

Toll Free: 1-866-558-5339

Email: support@awinfosys.com