



Speak Up Survey Instructions for Educators

Speak Up 2011 is open for input Oct 10th – Dec 23rd

- Step 1:** Go to the Speak Up Welcome page at <http://www.speakup4schools.org/speakup2011/>
- Step 2:** Click on the blue button to the top-right for “Educators”
- Step 3:** Indicate whether you are a Teacher, Librarian/Media Specialist or Administrator/Principal by clicking the button that applies. Then press select.
- Step 4:** Look up your school
- 1.) Click on the state drop down button and select the state that you live in
 - 2.) Go down to the next line and type in your school name (you can type in the first few letters of your school)
 - 3.) Click on the “Find School” button
- Step 5:** On the schools found page a list of schools matching the letters you typed in will show up. **Click on the school that matches your school’s name** (the city should match as well)
- 1.) If you do not see your school, please try again by clicking on the search again button at the bottom of the screen. Try step 3 again but try using less letters from your school’s name (*This can be any part of the school name. For example: For the School St Agnes-St. Dominic- you can type in Agnes or St. Dom or St. to search*).
 - 2.) If you still do not see your school’s name, please contact your Speak Up main contact. *If you would like us to connect you with your Speak Up contact, send us an email at speakup@tomorrow.org and we will make a virtual introduction via email.
- Step 6:** Log in
- 1.) Select the survey you would like to take.
 - 2.) Type in your school’s secret word in the box provided below. If you are unsure of your school’s secret word contact your Speak Up main contact or email speakup@tomorrow.org for assistance.
 - 3.) Click on the “log-in button”
- Step 7:** You will now begin the survey. Please read the Educator introduction page. Then click on the red arrow (next) to begin the survey.
- 1.) Please use the **RED** arrow tabs labeled next and back to go to the next page (not the browser buttons).
 - 2.) Please read questions thoroughly. For questions with circles select one answer and for questions with squares select all that apply.
 - 3.) If you are unsure of a question just skip to the next question.

Thank you for your participation in Speak Up 2011!