



Speak Up 2010

October 18th - January 21st, 2011

Instructions for Teachers, Librarian or Media Specialist/Administrators or Technology Leaders on how to take Speak Up Survey

Step 1: Go to the Speak Up Welcome page at <http://www.speakup4schools.org/speakup2010/>

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, Technology Coordinator by clicking the button that applies. Then press select.

Step 4: Look up you 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, inform your school Speak Up site contact.

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 ask your Speak Up school site contact or email Jenny Bautista at jbautista@tomorrow.org for assistance.
- 3.) Click on the “log-in button”

Step 7: You will now begin the survey. Please read the Teacher/Administrator 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 you will choose one answer and for questions with squares you choose 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 2010!