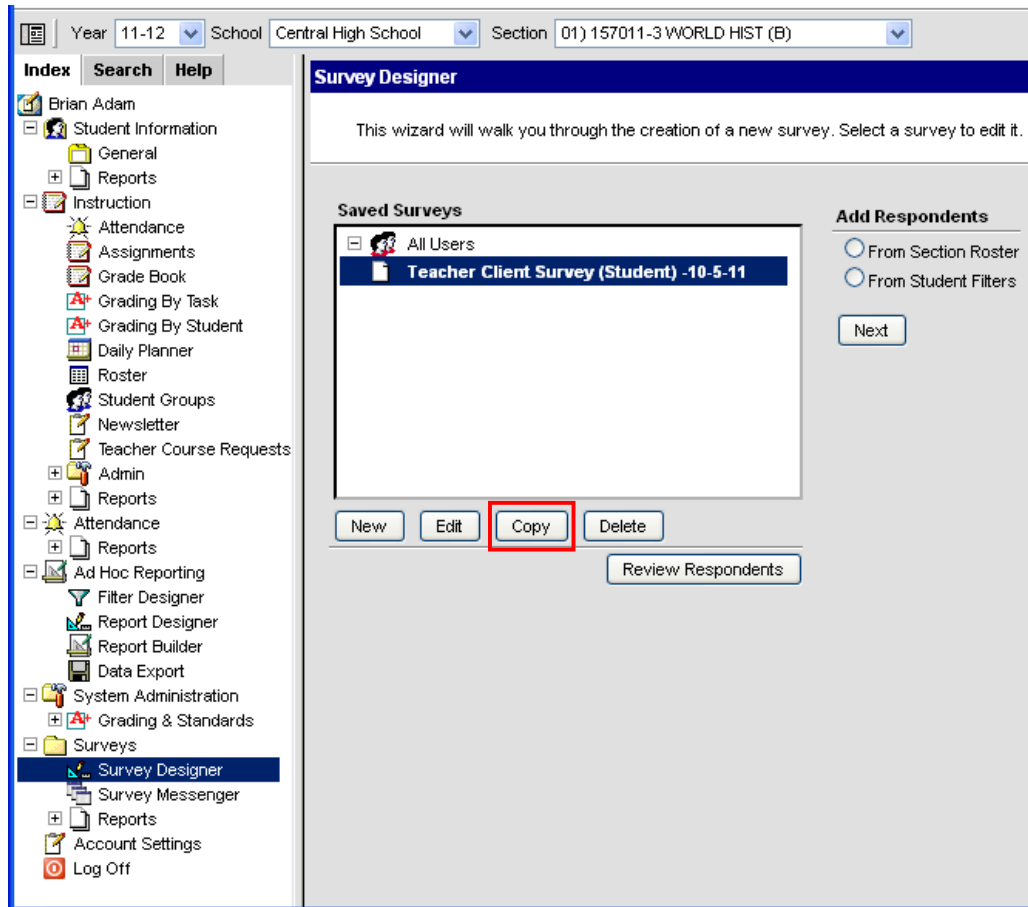
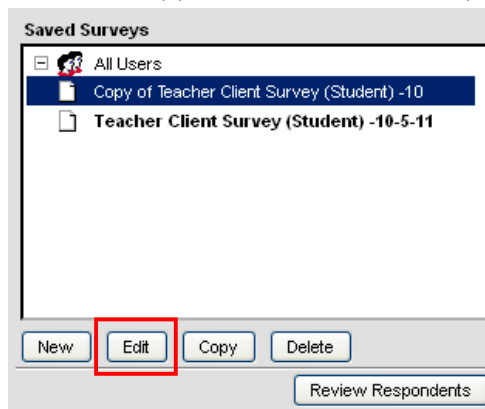


1. From the **Index** pane, select the **Survey Designer** (Index>Surveys>Survey Designer) tool.
2. Under **All Users**, select Teacher Client Survey (Student) – 10-5-11. Click the **Copy** button.



3. Select the Copy of Teacher Client Survey (Student) – 10 and then click Edit.



- Click the Copy of Teacher Client Survey (Student) – 10 under the **Survey Design** section. Under **Survey Detail**, change the **Survey Name**. Include your name in the Survey Name. For example, you could name the survey, Teacher Client Survey (John Doe). Click the **Active** checkbox. Set the **Start Date/Time** and the **End Date/Time**. The survey will not be available until the **Active** checkbox is checked and the start/end dates have been set. At the bottom of the screen, click the **Organize To** dropdown and select **User Account** from the list. Click **Save**.

The screenshot displays the Infinite Campus web application interface. The browser window shows the URL <https://icampus.pkwy.k12.mo.us/campus/main.xsl>. The application header includes the Infinite Campus logo and navigation options for Year (11-12) and School (Central Middle School). The main content area is divided into two sections: **Survey Design** and **Survey Detail**.

In the **Survey Design** section, a tree view shows the following structure:

- Teacher Client Survey (John Doe)
  - Student - Teacher Evaluation

The **Survey Detail** section contains the following fields:

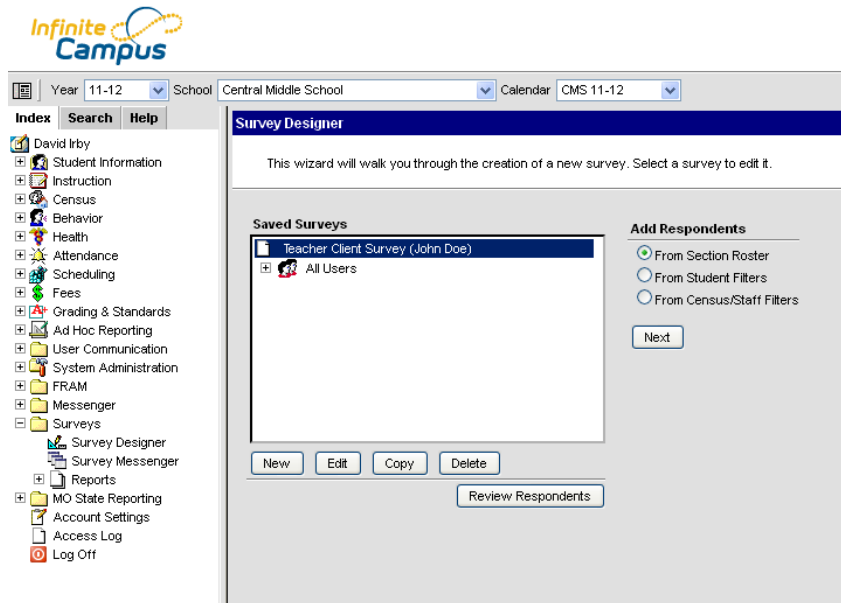
- \*Survey Name:** Teacher Client Survey (John Doe)
- \*Start Date/Time:** 03/01/2012 12:00 AM
- \*End Date/Time:** 05/25/2012 12:00 AM
- Active:**
- Record Results Anonymously:**

Below these fields are two text editors for the survey content:

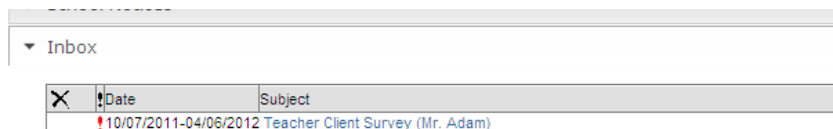
- Introduction Displayed Prior To Starting Survey:** Cutting and pasting from third party products, e.g., Microsoft Word, is not recommended. The text area contains: "Please take the time to complete this survey. The results are very important."
- Conclusion Displayed After Completing Survey:** Cutting and pasting from third party products, e.g., Microsoft Word, is not recommended. The text area contains: "Thank you."

At the bottom of the Survey Detail section, the **Organize To** dropdown menu is open, showing a list of user accounts. The **User Account** option is selected.

- Go back to the **Survey Designer** (Index>Surveys>Survey Designer) tool.
- Select the Teacher Client Survey. Select **From Section Roster** from the **Add Respondents** group. Click Next.



- Select the students that should take the survey under the **Select Respondents** section of the screen. Click on the students' name that will be taking this survey, then click add respondents. At this point, if the survey is active, any student that is selected will see the survey in their process inbox. On the front page of the IC Portal.



- After the students have taken the survey, you can download the results by selecting the Response Summary report located under Index>Surveys>Reports>Response Summary. Select the Teacher Client Survey and click Generate Report.

