

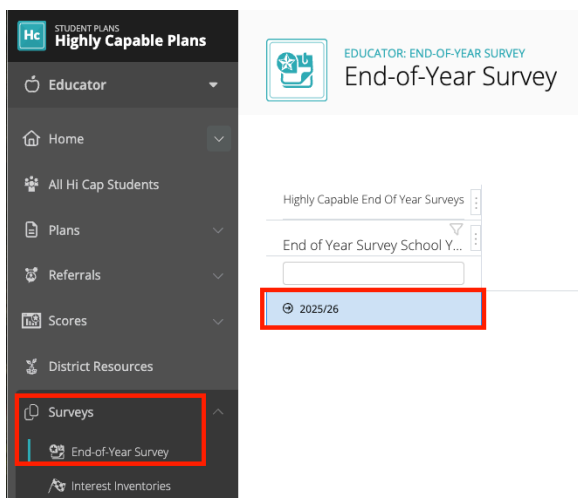
End of Year HiCap Survey/Interest Inventories (Connect)

Here, you will learn about end-of-year surveys and summaries.

End-of-Year Survey (Educator)

Here, you will learn how to complete the End of Year Survey to provide input and feedback about your district's Highly Capable Program to inform district leaders.

1. Start under **Surveys** in the left navigation menu and choose **End-of-Year Survey**.
2. Click the **Survey link** or **School Year link**.



- a. Hover over any questions that are too long to see fully.

Arts (Music, Drama, Visual Arts, etc)
 Support classes (AP, Title, Speech, Behavioral Health, etc)

Other (Health and Fitness, PE, electives, etc)

Please check any of the following that you currently teach or oversee. These are specific to classes serving HiCap students. If you don't currently serve any HiCap students, select 'None of the above'. (optional)

- b. Select the option choices by clicking the **checkbox** or **radio button**.

Please select the option below that describes your role in the district. Check... (optional)

Elementary Teacher
 Middle School Teacher

High School Teacher
 School or District Administrator

Classified Staff
 Other Certificated Teacher

Advanced vocabulary for his or her age or grade... (optional)

Never
 Very Rarely
 Rarely
 Occasionally
 Frequently
 Always

- c. Fill in the **Comments** or **Question** fields.

Comments concerning Highly Capable PROFESSIONAL DEVELOPMENT / RESOU... (optional)

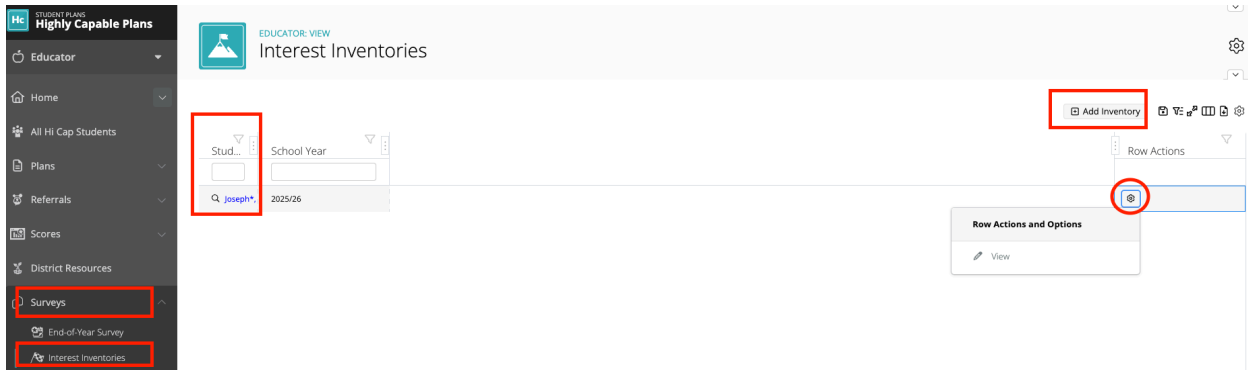
What do you think our district is doing right for our highly capable students? (optional)

- d. You can save your answers and come back to edit or complete responses for a survey started during the current school year. If a survey starts outside this school year, it will become read-only.
- e. Click **Save**.

Interest Inventories (Educator)

Here, you will learn to complete an interest inventory for any student.

1. Start under **Surveys** in the left navigation menu and choose **Interest Inventory**.



2. Click on the **student's name** or use the **Row Actions Gear** and select **View** to open a student's inventory.
3. To complete a new inventory, click the **Add Record button** in the top-right corner.

- a. Click the magnifying glass in the Student field and click the checkbox to the left of the student.
 - i. Click on any column **filter** field or use the other filter tools to search or narrow the list.
 - ii. Click **Save**.
- b. Hover over any questions that are too long to see fully.

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- c. Select the options by clicking the **checkbox** or **radio button**.

Please select the option below that describes your role in the district. Check... (optional)

<input type="checkbox"/> Elementary Teacher	<input type="checkbox"/> Middle School Teacher
<input type="checkbox"/> High School Teacher	<input type="checkbox"/> School or District Administrator
<input type="checkbox"/> Classified Staff	<input type="checkbox"/> Other Certificated Teacher

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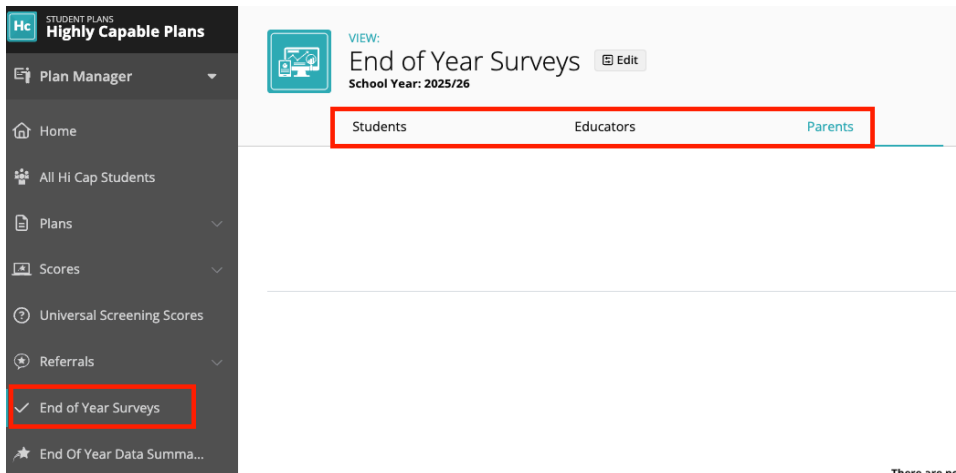
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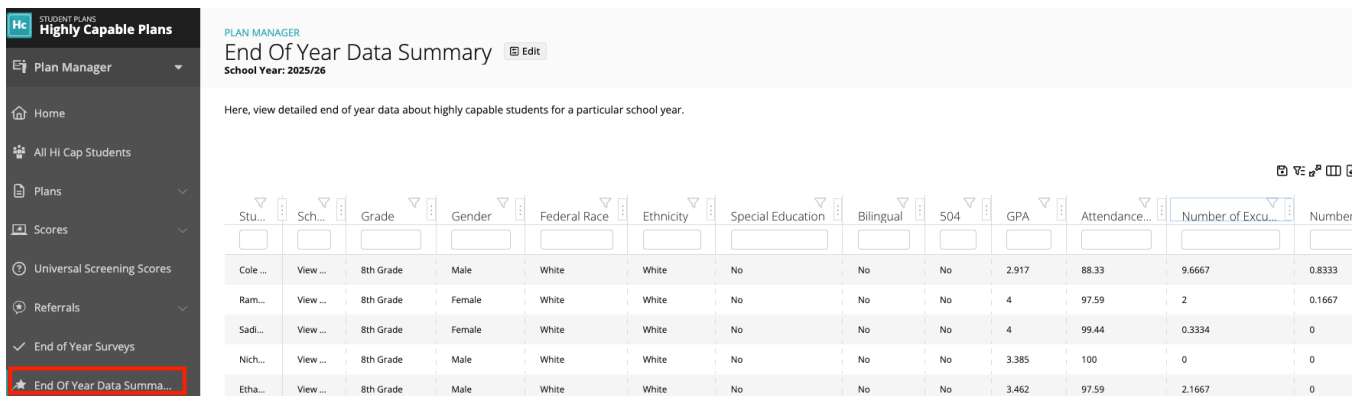
End-of-Year Surveys (Plan Manager)

1. Start under **Surveys** in the left navigation menu and choose **End-of-Year Surveys**.
2. Across the top of the page, you will find subpages (tabs) for **Students**, **Educators**, and **Parents**.
3. Click a tab to review.
4. To download the data, click the Download Data Table Icon at the top right of the table.



View End of Year Data Summary (Plan Manager)

1. Start under the **End of Year Data Summary** in the left navigation.
2. You will see a data table of student details, programs, GPA, attendance, and plan details.
3. To download the data, click the Download Data Table Icon at the top right of the table.



Stu...	Sch...	Grade	Gender	Federal Race	Ethnicity	Special Education	Bilingual	504	GPA	Attendance...	Number of Excu...	Number
Cole ...	View ...	8th Grade	Male	White	White	No	No	No	2.917	88.33	9.6667	0.8333
Ram...	View ...	8th Grade	Female	White	White	No	No	No	4	97.59	2	0.1667
Sadl...	View ...	8th Grade	Female	White	White	No	No	No	4	99.44	0.3334	0
Nich...	View ...	8th Grade	Male	White	White	No	No	No	3.385	100	0	0
Etha...	View ...	8th Grade	Male	White	White	No	No	No	3.462	97.59	2.1667	0