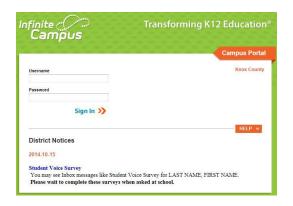


Student "How-To" Guide for Teacher Student Voice Survey



 Open Campus Portal using the link on your school website, or type this address (cannot be done through mobile devices)

Enter your username and password then click **Sign In**. If you are having problems logging in, please let your teacher know immediately.



2. If necessary, expand the **Inbox** by clicking it.

((s	4-15 CENTR student Nur Grade: 04	RAL ELEMENTARY SCHOO mber:	Infinite (Camp	
EIGHT		▼ District Notices - 1 message (1 new)		
Calendar	>	[10/15/2014] NEW Student Voice Survey		
Schedule	>			
Attendance	>	You may see Inbox messages like Student Voice Survey for LAST NAME, FIRST NAME		
Transportation	>	Please wait to complete these surveys when asked at school.		
Reports	>	School Notices - 1 message		
Demographics	>	Inbox - 3 messages (3 new)		
Family				
Messages (1)				

Note: Surveys completed before 7:00am and after 5:00pm are not counted.

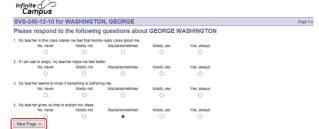
3. Click the Student Voice Survey for the teacher you need to complete now. If you do not see the correct teacher's name, please let your teacher know immediately.



4. If the correct teacher's name is showing, click **Start**. If the name is wrong, close this window and redo Step 3.



5. Respond to each question by clicking the radio button under the answer you want (your screen may be different). After responding to all questions on the page, click **Next Page** to save your answers.



6. After responding to all survey questions, click **Complete Survey**. Then click **Close Survey** on the next screen.



**Do <u>NOT</u> click on the Exit (X) button at the top of the survey browser window. Surveys are considered incomplete if the Close Survey button is not clicked.

KIDS, EDD: DC: SD: 12/16/15