

Climate Survey 2014- Parent and Student instructions

All parents need to have a portal account set up to take the survey.

1.All parents and staff members will receive an email that includes a link, inviting them to take the survey:

The 2014 School Climate Survey

reghelp@fairfieldschools.org

You've been invited to participate in the 2014 Climate Survey-Burr-Parents/Guardians.

To access this survey log onto your district's Infinite Campus Parent Portal at <https://campus.fairfieldschools.org/campus/portal/fairfield.jsp?> and select the survey link in your inbox.

This survey will be accepting responses from 10/20/2014 until 10/31/2014.

We value your input regarding the climate of our school. Your responses are completely anonymous. This data will be used by our School Climate Team to maintain our strengths and address any areas of need that are illuminated by your input. All data will be made public via the school/district website within the next 60 days. Thank you for your time and support for our public schools.

Sincerely,

Andrea Leonardi, District School Climate Coordinator

2.The link takes the parent or student to the Infinite Campus portal Login screen:

Infinite Campus Transforming K12 Education®

Campus Portal

Username Fairfield

Password

Sign In >>

HELP v

District Notices

2014-08-08
Parents: Forgot your username or password? click on the "help" button on this screen. It will expand and provide links to recover them electronically.

In English | En Español | 中文简体 | 中文繁體
©2003-2014 Infinite Campus, Inc.
www.infinitecampus.com

3.The parent or student logs into Campus as they normally would.

4. Then they look in their "inbox". The link will be presented and is identified as the climate survey.

The screenshot shows the Campus Portal interface. At the top, there is a 'Campus Portal' header with a 'SELECT A STUDENT' dropdown and a 'Sign Out' button. The left sidebar contains navigation links for Family, Messages (2), Household Information, Family Members, Calendar, To Do List, User Account, Account Management, Contact Preferences, and Access Log. The main content area displays a list of messages under 'Inbox - 76 messages (1 new)'. A blue arrow points to the 'Inbox' header. The message list includes:

Date	Subject
10/10/2014	New Student - Online Registration
10/08/2014-10/17/2014	TEST 2014 Climate Survey-Elementary,K
10/02/2014	Holland Hill's Annual Halloween Parade
09/26/2014	2014 School Climate Student Survey
09/24/2014	Your Family Relationships request for Shrey Kukreja has been approved
09/24/2014	Your Family Relationships request for VIKRAM KUKREJA has been approved
09/24/2014	Your Family Relationships request for ANJLI KUKREJA has been approved
09/22/2014	Ms. Dawson's Class Website is Up and Running... (00120-3)
09/19/2014	Orchestra Uniforms
09/17/2014	Music Department Handbook
09/10/2014	Letter from Public Health Department
09/09/2014	Safety Information

It looks a bit different than other items because there is no X in front of it.

5. They click on the link and it takes them to the survey :

The screenshot shows a web browser window displaying the 'TEST 2014 Climate Survey - Faculty' page. The URL is <https://campus.fairfieldschools.org/campus/survey/surveyPresentation/surveyWrapper.xsl?surveyID=94&xx=survey.Survey-getSurvey&xx=survey.SurveyRespondent-checkUser&porta>. The page features the Infinite Campus logo and a header for 'TEST 2014 Climate Survey - Faculty' with an 'Introduction' link. A disclaimer states: '* This survey has been set up to record responses anonymously. The author of this survey will not be able to identify how you respond to the following questions.' The 'Introduction' section explains that the survey is for faculty/staff to provide feedback on school climate. A 'Start ->' button is visible at the bottom.

6. They navigate through the questions, responding to them all. And then click on "complete survey".