

Survey of Enacted Curriculum (SEC) Frequently Asked Questions

Website Set-Up and Registration

What is the SEC website address?

www.seconline.org

Are there any system requirements for the website?

System requirements can be found on the website's help page.

<http://seconline.wceruw.org/help.asp>

What information does WCER need to set up the website for my project/district/school?

WCER needs the following information:

- Name of Project/Group/Region
- Participating District(s)
- Participating School(s)
- Survey Start Date
- Survey End Date
- Contact name, email and phone number

How much time does WCER need to set up a project online?

Please contact WCER at least two weeks before the teachers will be taking the survey.

My teachers need to take a post survey, do I need to contact anyone?

Yes, please contact WCER at least 2 weeks before your teachers need to take the survey.

WCER will need the following:

- Your name
 - State
 - Project Name
 - Survey Start Date
- Please mention that this will be a post survey.

Do teachers have to re-register if they took the survey last year?

No, teachers do not have to re-register. They should use the username and password that they created when they first registered. Using the same login allows teachers to compare two years of data.

What if teachers do not remember their username or password?

If teachers do not remember their username or password, they can go to www.seconline.org and click on the "Forgot username/password?" link. The link is found under the login box.

Do usernames/passwords expire?

Yes, SEC passwords expire. If a teacher logs into the system with an expired password, they will be prompted to enter the password and then create a new password.

Is it okay for a facilitator/project coordinator to pre-register the teachers to save time?

No, due to our human subjects agreement, facilitators cannot pre-register for teachers. Teachers create their own unique username and password which gives them access to their data from the survey. They should register themselves to comply with our confidentiality agreement.

What if my district or school isn't listed in the registration drop down menu?

If your district or school isn't listed in the drop down menu, you can either email mecgroup@wcer.wisc.edu to notify WCER that your district/school is not listed so they can add it to the registration screen, or you can notify your project coordinator/administrator and they can notify WCER.

Some teachers have two email addresses; which one should they enter when they register?

Teachers should use the email address that they use on a regular basis and know how to check. WCER only uses their email to confirm their registration and to send them their username or password if forgotten.

How do I know who has registered or taken the survey?

Please login with your facilitator or administrator login and click the blue Registration button at the top of the screen.

Click Review Names

You can sort by a variety of categories (Last Name, District, School, etc.)

One of our teachers registered for the wrong school, how do I change that?

Please contact WCER. They will need the teacher's name, state, district and correct school to make the change.

How do teachers update their registration information?

Once teachers have logged into the site, using their username and password, they can click their username found in the upper right hand corner of the screen. They have the option of changing their First Name, Last Name, email, username, password and subject.

I have read through the User Information Agreement but am not clear on what it means.

If a teacher checks the box, AND a state department provides us with a confidentiality agreement letter, we can release their names with the data, but it can only be for research purposes (to merge with other data sources).

If a teacher does not check the box, AND the state provides us with the agreement, their name will not be released with their data, but their data can still be used in the online reports and any raw data files without names that we may provide.

No matter what the situation, confidentiality form or not, check box or not, we will NEVER release their names with their data to the district or school.

I practiced registering and need my survey data deleted. Who should I contact?

Please contact WCER and they can delete any practice surveys.

Should long-term substitute teachers take the survey?

Substitute teachers that have been teaching for more than half of the school year can take the survey.

Should teachers on maternity leave take the survey?

Teachers on maternity leave are not required to take the survey, however, they can take it if they are interested in taking it.

What is the help email for the website?

mecgroup@wcer.wisc.edu

Survey Related

What period of time do teachers report on?

If teachers are taking the survey before March 1st, they should report on the previous entire school year. If it is after March 1st, they should report on the current school year.

How long does the survey take to complete?

The survey can take 1-2 hours to complete.

Are paper versions of the survey available?

Yes, pdf formats of the survey are available on the website (www.seconline.org). Click on the Resources section, then click the SEC Surveys link on the left side of the screen. Please contact Alissa Minor at WCER to order paper booklets for data collection.

When is the data available if our teachers take the survey online?

Data is available online immediately after a teacher completes the survey.

When is the data available if our teachers take the paper version of the survey?

Data from the paper surveys is available approximately 6-8 weeks after WCER receives the surveys.

Can a teacher take more than one survey in different subjects?

Yes, they can take a survey in one subject and then add another survey in a different subject.

Can a teacher take more than one survey in the same subject?

Yes, but they will need to register again.

Can teachers edit their survey responses?

Yes, if teachers have not viewed any charts or maps, they can edit their survey responses.

Viewing Data

How many teachers need to take the survey so we can view results?

In order to view data, there must be 3 or more teachers in a group. The website is set up this way to maintain our confidentiality agreement with teachers.

We only have 1 or 2 teachers per grade, how do we view results for the small number of teachers?

There are other sorting and grouping options, such as Percent Minority, Achievement level and course type that may have more than 3 teachers in a group and would allow you to view data. Grade-band (K-4, 5-8, 9-12) data is also available.

We are using the SEC survey for program evaluation; can we download raw data from the website?

Raw data cannot be downloaded directly from the website, however, it is available by contacting WCER. Raw data is available in Excel or SPSS formats.

Billing/Payment Information

How much do the surveys cost?

\$12.50 per online survey

\$20.00 per paper survey

Who do we pay for the surveys? Or where should the PO go?

Wisconsin Center for Education Research

1025 W. Johnson Street

Madison, WI 53706

Attn: Alissa Minor

When will we be billed for the surveys?

WCER will send an invoice after all teachers have taken the survey.

Are we charged for incomplete surveys?

You will be charged \$6.25 for surveys that are partially completed.

If a teacher only registers and does not start the survey, there is no charge.

Contact Us

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