



Massachusetts CAP Student Feedback Surveys Online Administration Directions

ESE recommends reviewing the [CAP Student Feedback Survey Advisory](#) before administering the CAP Student Feedback surveys.

Some educators may be interested in administering the CAP Student Feedback Survey online. The feedback that these surveys yield is aligned to the [Massachusetts Professional Standards for Teachers](#). The following steps will allow you to administer the CAP Student Feedback Surveys online without having to create your own forms.

1. Log-in to your Google account. (You will need a Google account for this process)
 2. Visit www.drive.google.com/templates
 3. In the “Search” box, enter “ESE CAP”
 4. Identify the appropriate version of the CAP Student Feedback Survey (see the Student Feedback Survey Advisory for guidance on applicable surveys) and click on “Use this template” in the top-left corner of the screen
 5. If desired, change all “my teacher” to your name (e.g., “Ms. Smith”) throughout the form before sending to your students
 6. Click on “Send Form” on the top right part of the screen
 7. Email the “Link to Share” to your students
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Notes/Considerations

- Once you have completed this process, the form is saved in your own Google Drive as a “Copy of...” You can easily verify this by opening your Google Drive account and finding it in the list. Feel free to remove “copy of.” The surveys in Google Templates are the Massachusetts ESE CAP Student Feedback Surveys. If items are revised, the title should be changed.
- You will want to think through the logistics of multiple classes or groups of respondents. For example, do you want to create separate forms for each class or group? If so, consider editing the title of your survey to indicate the specific respondent group (e.g. “CAP Student Feedback Survey: Grades 3-5 Short Form (3rd grade).”
- **Surveys responses will be sent directly (and only) to you.**
- Your survey data is easily accessible in the aggregate by clicking on “Responses/View Summary” or as a spreadsheet by clicking on “View Responses.”
- For more information on student feedback surveys for CAP, please refer to the Student Feedback Survey Advisory.