Massachusetts Model Surveys
Single-User Online Administration

ESE recommends reviewing *Key Considerations for Administering the ESE Model Surveys* found in Part VIII: *Using Student and Staff Feedback in the Evaluation Process* before administering the model surveys.

Some educators may be interested in administering the ESE Model Survey online. The feedback that these surveys yield is aligned to the Massachusetts Standards for Teaching and Leadership. The following steps will allow you to administer the ESE Model Survey 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 the “Google Templates” page. (You may want to search for it in your search engine.)
3. On the Google Templates page, enter “Massachusetts ESE Model Survey” in the “Search” box.
4. Identify the appropriate Feedback Survey and click on “Use this template”
5. Click on “Send Form” on the top right part of the screen
6. Email the “Link to Share” to your students/staff

**Notes/Considerations**

- Your survey data is easily accessible in the aggregate by clicking on “Responses/View Summary” or as a spreadsheet by clicking on “View Responses.”
- 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.” **Surveys responses will be sent directly (and only) to you.**
- 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. “MA ESE Model Feedback Survey: Grades 3-5 Short Form (3rd grade).”)
- The surveys in Google Templates are the Massachusetts ESE Model Surveys. If items are revised, the title should be changed.