The Nevada School Climate / Social Emotional Learning Survey

School Year 2026–27

The Nevada School Climate/Social Emotional Learning Survey

Survey Administrator Manual Grades 5–12

AMERICAN INSTITUTES FOR RESEARCH

Contents

1. Introduction 1
2. About the NV-SCSEL Survey Administration 2
3. Parental Consent 3
4. Accommodations 4
5. Nevada Alternatively Assessed Students 4
6. Confidentiality 5
7. Standardization 5
8. Alternative Administration Formats 5
9. Absent Students 6
10. Before the Survey Day 6
11. Day of the Survey 7
12. While Students Are Taking the Survey 18
13. Logging Out of the Survey 18
14. Possible Survey Day Scenarios 19
15. When the Survey Period Ends 19
16. Makeup Administration of Surveys 19
17. Frequently Asked Questions 21
18. Contact Information 26
Appendix A: Survey Administrator Checklist and Script 27

1. Introduction

On behalf of the Nevada Department of Education, American Institutes for Research (AIR) administers an online student survey each fall to measure students' perceptions of the climate of their schools and the students' social and emotional competencies. This survey is administered online only and can be accessed through any device with Internet access (i.e., computers, tablets, or smartphones). There will be no paper-and-pencil version. For questions about your school's Nevada School Climate/Social Emotional Learning (NV-SCSEL) survey administration, contact your test coordinator or district's survey liaison (see Section 18 for contact information).

This instruction manual provides information for survey administrators (i.e., the adults who will be present with students at the time of survey administration). Survey administrators are often teachers, teacher aides, student teachers, or computer lab technicians. **As a survey administrator, you are in charge of disseminating usernames, telling the students how to access the survey, walking students through the introductory survey screens, handling students' questions, and managing the classroom during the survey administration**.

For planning purposes, please anticipate that, on average, students will need about 15 minutes to answer the survey questions; however, we recommend that a full class period be dedicated to survey administration to ensure enough time for all students to log into the survey, move through the introductory steps, and complete the survey.

1a. About the Survey Model

The goal of the NV-SCSEL survey is to better understand the learning conditions, students' social and emotional learning competencies, and school climate environment in schools throughout Nevada. To accomplish this goal, the survey will measure several topics (Figure 1):

- Two aspects of **Engagement**, including cultural and linguistic competence and relationships
- Three aspects of **Safety**, including emotional safety, physical safety, and bullying/cyberbullying[1]
- Five aspects of **Social and Emotional Competence**, including self-awareness, self-management, social awareness, relationship skills, and responsible decision-making

[1] Only item-level data are available for Bullying/Cyberbullying.

Figure 1. The NV-SCSEL Survey Model



2. About the NV-SCSEL Survey Administration

2a. Survey Materials: Usernames and PINs

Along with this manual (which you can download by clicking the "Download Survey Administrator Resources" button at the bottom right corner of each page in the online survey tool), your school's test coordinator (i.e., the person at your school who manages the logistics that allow for this survey administration) will give each survey administrator a batch of usernames that will allow students to access the survey.

It is important to note the following procedures regarding usernames:

- Each username is unique and can only be used by one student.
- Usernames assigned to your school can only be used by students at your school.

Usernames are linked to schools. For NV-SCSEL purposes, schools are defined by the same Nevada state codes used for the Nevada Report Card. These school definitions are often specific to elementary, middle, and high school levels. If your school serves students in multiple grade levels (e.g., middle and high school), it is critical that students are given usernames for the school that corresponds with their grade. If you have any questions about the school breakdown, please contact your school's test coordinator.

- Usernames are not linked to individual students and should be randomly assigned.
- Keep track of which usernames have been used so that you do not assign the same username more than once.
- If additional usernames are needed, contact your school's test coordinator.
- If a student needs to save and continue the survey at a later time, make sure that the student keeps both the username and PIN; when a student has completed the survey, the student should dispose of the username the student used to complete the survey.
- After the survey administration window is closed, administrators should dispose of any unused usernames.

Usernames will be delivered to each school district in electronic format. The district survey liaison will then send the usernames to the test coordinators of each school. The test coordinator will then disseminate the appropriate number of usernames to each survey administrator. For questions regarding the status of your school's usernames, contact your test coordinator.

For information about how to assign usernames, see Section 11, Day of the Survey.

To access the survey, students will type in their randomly assigned username on the survey home page (see Section 11b, Beginning the Survey Session, for more information). After students enter the survey, they will be shown a randomly generated four-digit PIN and will be asked to record this number. **Students should write down their PIN separately from their username. They will need this PIN if, for any reason, they need to leave and re-enter the survey later.** Separating the PIN from the username ensures a student's privacy—no one else can re-enter a student's survey with only the student's username.

Students will need their PIN if they log out (or are logged out due to inactivity) of their survey and need to log back in. It is crucial for students to write down their PIN, even if they don't think that they will need to leave and re-enter the survey later. If the username or PIN is lost, it cannot be retrieved, and students will not be able to re-access the survey. If the PIN is lost:

- If the student had not yet begun the survey, give the student a new, **unused** username.
- If the student started the survey and logged out, let the student know that they will not be able to finish the survey unless the student has both the PIN and username.

3. Parental Consent

Parental consent requirements may vary by district and locality; however, the NV-SCSEL core survey does not ask students sensitive questions or questions about their individual experiences. Rather, the survey asks students about their perceptions of their social and emotional competencies and the climate and environment at school. In Nevada, these types of surveys typically do not require parental opt-in (or "active" parental consent).

Contact your district's survey liaison for any questions you may have about parental consent requirements.

If parents contact the school to express that they do not want their child to participate in this survey, do not allow the student to participate in the survey, regardless of the opt-in consent requirements.

4. Accommodations

Offer appropriate accommodations that students typically use. Accommodations that may be relevant to the survey administration include, but are not limited to, the following:

- Reading aloud to student
- Bilingual dictionary
- Extended time
- Small-group administration
- Magnification devices

The NV-SCSEL survey administration platform is Section 508 compliant and can be used in conjunction with **screen readers**. Section 508 compliance means that respondents who have limited vision or hearing are able to get the same information from the website that people with full sight and hearing get.

Note on reading aloud to student: If reading the survey questions and responses aloud to students, be sure to read the text **word-for-word and with a neutral tone of voice**. This will help to ensure a standardized administration.

The survey can be taken from any device with Internet access (computer, tablet, or smartphone).

5. Nevada Alternatively Assessed Students

The NV-SCSEL survey and administration procedures are not designed to accommodate students who are eligible for the Nevada Alternative Assessment (NAA). Do not include NAA-eligible students in the NV-SCSEL administration. This will not impact your school's completion rate.

Your test coordinator may alert you to other students who should not take the survey (e.g., students whose parents opt out on their behalf or students who are too new to the school to answer questions about school-level conditions). Please make sure that these students do not participate in the survey.

6. Confidentiality

The NV-SCSEL survey is designed to be anonymous. Students are randomly assigned usernames that are not linked to them. Schools and districts will have access only to aggregated information about how groups of students in their school/district think. No answers to individual questions or groups of questions that could identify any individual student will be shared.

7. Standardization

Applying standardized survey administration procedures is critical to producing reliable data. Accurate measurement of the differences between two populations, or the change over time in a single population, cannot be achieved if the measurement process is changed in any significant way. Maintaining uniform procedures for administering the survey to students is very important. Survey administrators are key to ensuring that administrations are standardized. **Please familiarize yourself with the survey scripts, procedures, and instructions on responding to students' questions contained in this manual before the first day of survey administration.**

Refrain from clarifying questions for the students. For example, if a student has a question about what a survey question means, you can tell the student, "Whatever it means to you," "Do your best," and "There are no wrong answers." Do not try to explain the question to the student, do not advise the student to skip the question, and do not help the student answer the survey question.

> *Please note: You may help students to understand the demographic questions at the beginning of the survey if they ask for clarification. The demographic questionsat the beginning of the survey ask students to report their grade, gender, race, ethnicity, and primary learning mode. The above guidance is not intended for those questions. More information about defining race can be found in Section 17, Frequently Asked Questions.*

Students may read the question in both English and Spanish before selecting a response by using the Language Toggle on the top right of the screen. If you have any questions about implementing the survey administration procedures described here, contact a survey specialist at the NV-SCSEL Survey Help Desk at nvschoolclimate@air.org or 1-866-261-2295, option 5.

8. Alternative Administration Formats

NV-SCSEL survey administration procedures are designed to be implemented in a computer lab at school. Prior to the survey day, you should work with your school's test coordinator to assess how many working computers or devices are available compared with how many students are to be surveyed. If there are a limited number of computers or other devices, plan accordingly. In

other words, if computer lab resources are insufficient, consider alternative survey administration techniques. For example:

- If more than one adult is available to assist students, you may consider surveying half of the class in the computer lab on one day and the other half of the class the next day. Using this method, the teacher can remain in the classroom with half of the students while another adult serves as the survey administrator in the computer lab.
- You also may consider having students begin the survey while other students sit in the back of the room and work quietly. As a student at a computer station completes the survey, the student can move to the back of the room while the next student in line takes the first student's place at the computer station.
- If one or more computers (or other devices) are available inside the classroom, you may consider a survey administration where the teacher introduces the survey and reads the survey script but assigns students an order to go one-by-one to the available computer(s). The teacher may instruct students to tap the next student on the shoulder to let the student know that the computer is ready for use.

For any of these alternative administration procedures, have the students who are waiting to take or have completed the survey work quietly so that they do not distract other students taking the survey.

If multiple options are available, consider which option is the least disruptive to the school environment.

9. Absent Students

Set aside enough unused usernames for absent students so that they can use them on the makeup survey day. In addition, report absentees to your school's test coordinator so that they can keep track of all students at the school. See Section 16, Makeup Administration of Surveys, for more information.

10. Before the Survey Day

Important: Before the survey day, read this manual and familiarize yourself with the login and survey response procedures on the following pages. If you have questions, contact your test coordinator, district survey liaison, or the NV-SCSEL Survey Help Desk (see Section 18 of this manual for contact information).

Your school's test coordinator should provide you with either an electronic file or a paper copy of the list of usernames for your school. Prepare to pass out these usernames to your students on survey day.

As soon as possible, verify that you have enough usernames for all students. If you do not have enough usernames, contact your school's test coordinator.

10a. Test the Survey Instrument

Review the survey in advance to prepare for any questions that students may have about survey administration. A video demonstration of the survey interface and login procedures is available at: https://vimeo.com/868127584.[2]

11. Day of the Survey

- Have the students in your class bring quiet work with them in case they finish the survey early or opt out of the survey.
- **Have each student in your class bring a piece of paper and a pen or pencil so that they can record their PIN.**
- **We strongly suggest that the survey administrator (or other appointed person) preload the survey page (i.e., open the browser and go to the website https://student.nevadaschoolclimate.org/) before bringing students into the classroom.** Instructions for preloading the survey page are described in the next section. Preloading the page willsave time once students are in the room.

This survey must be completed at school to ensure a standardized administration. If students do not finish the survey in the allotted class period, they can finish during the makeup survey day. Students should *not* complete the survey at home.[3]

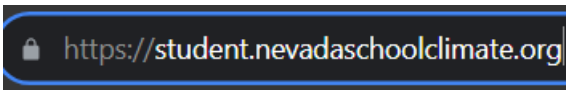
11a. Instructions for Preloading the Survey Page

Open any Internet browser, for example, Mozilla Firefox or Chrome.





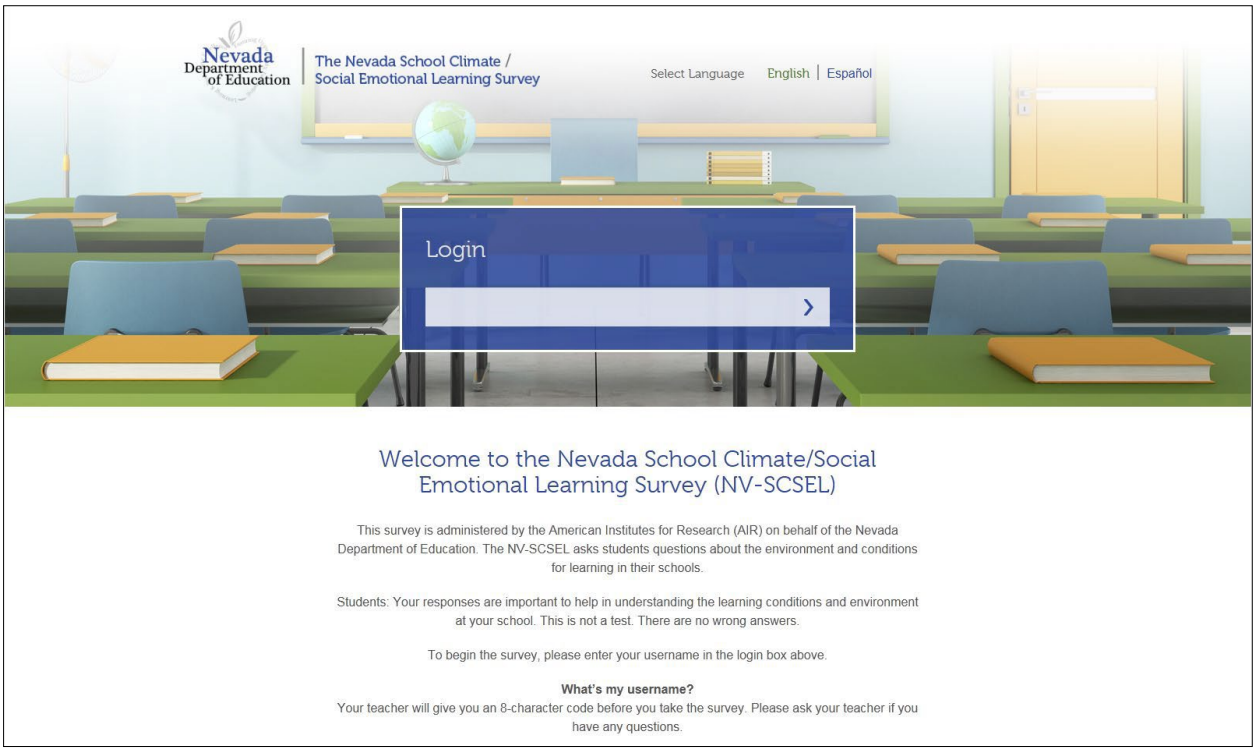
After the browser window appears, type https://student.nevadaschoolclimate.org/ into the box at the top of the browser and press Enter.



[2] If this link doesn't work on your school computer, the Vimeo video-hosting website may be blocked by your school. Please try opening the video link on a personal device instead.
[3] Exceptions can be made for students in virtual schools (distance learners). Because these students attend school at home, they may take the survey at home.

Now you should be on the survey login page (Figure 2). Leave the browser here for the next student to take the survey. If students from a previous session did not log out of their survey before leaving, log out for them and go back to the login page for the next group of students.

Figure 2. Survey Login Page



11b. Beginning the Survey Session

Supply students with a username at random before they take the survey (usernames will allow students to access the survey and will link the students' responses to their school). Usernames can be randomly distributed to students in a way that is determined to be least disruptive to your school environment. Some recommendations for disseminating the usernames are as follows:

- Option 1: Hand out after instructions
  - After students have found a seat and you have read the instructions, you can randomly hand out usernames to each student. **This process is recommended during large-group administrations so that students are not able to start the survey until they have heard the instructions.**
- Option 2: Pick up or hand out randomly
  - Students can be asked to pick up a username from a stack or can be handed a username on a piece of paper as they walk into the room. **This option may be especiallyuseful if you prefer assigned seating.**

- Option 3: Place at computer
  - You can place a printed username at each computer station before students arrive, and students can be told to sit anywhere they would like. To protect students' privacy, if usernames are placed at computers before the survey, students should not have assigned seating. **This option may be the least desirable if you have the survey page already loaded onto computers**, because students may proceed before hearing all of the instructions.

Important: To ensure students answer survey questions honestly, it is important that they know their data are kept private and confidential and that students cannot be identified. Do not keep track of which students get which usernames.

- After students are seated in front of a computer terminal or other device, instruct them to wait for directions. For alternative administration formats, go to Section 8.
- You will need to establish and maintain a quiet and serious atmosphere at the start of and during the survey administration.
- Students should work independently and do the best they can.
- You may help students if they ask for clarification about demographic items (grade, gender, race, ethnicity, and learning mode); however, please do not help students with other survey questions. If students have questions about other survey items, tell the student, "Whatever it means to you." Do not try to explain the question to the student. Do not advise the student to skip the question. More information about defining race can be found in Section 17, Frequently Asked Questions.
- Do not help students answer the survey questions.
- Tell students that if anyone does not finish the survey by the end of the session, they will be able to do so on a makeup survey day.
- Instruct students who finish the survey early or who opt out of taking the survey to take out quiet work until the rest of the class is finished.
- Let students know the time remaining for them to finish the survey as they get close to the end of the administration period (e.g., 10 minutes left).
- Read the survey script to students.

11c. Survey Script

Today we will participate in a survey administered by American Institutes for Research on behalf of the Nevada Department of Education.

The survey is designed to collect information about your opinions about your school. The survey asks questions about how you feel when you are at school, about other students in your school, and about your teachers. It is also being given to other students throughout Nevada.

This is not a test. There are no wrong answers. This survey is voluntary. You do not have to answer any questions that you do not want to answer, and you can stop at any time. If you decide to stop, no

one will be angry or upset with you. We hope you will do your best to answer as many questions as you can. Please be honest when answering each question. Your responses are important.

If you need to have an individual question read out loud, please raise your hand and someone will come to you. If needed, you can switch between English and Spanish throughout the survey by clicking the "English and Spanish" button on the top right corner of each page.

Please answer the questions as best you can. If you are unsure about the meaning of a survey question, do your best to answer it on your own. In order to maintain privacy, I will not be able to help you interpret the meaning of questions. Similarly, you should not ask other students for help or look at their responses.

Your responses will not be connected to you in any way. Researchers from American Institutes for Research will protect your privacy. They give your teachers and principal information about how groups of students in your school think and will not share answers to individual questions or groups of questions that could identify you. When you have completed the survey, please sit quietly and do not disturb your fellow students.

ONLY READ THE TEXT IN THIS BOX IF THE HOME PAGE (https://student.nevadaschoolclimate.org/) HAS NOT BEEN PRELOADED ONTO THECOMPUTERS

Open an Internet browser, for example, Mozilla Firefox or Chrome. After the browser window appears, type https://student.nevadaschoolclimate.org/ into the box at the top of the browser and press Enter.

YOU MAY NOW RETURN TO THE REGULAR SURVEY SCRIPT

Raise your hand if you do not see the survey login page. After you see the survey login page, take the username that you were given. Type it into the username box on the webpage, but do not begin the survey until instructed. After I have made sure everyone has successfully logged in, I will give further instructions on accessing the survey and getting through the introductory pages. Please raise your hand if you are not able to log in with your username.

(Administrator should assist any students who are not able to log in to the survey.)

After you log in, you will be taken to a page that gives you more information about the survey. Take a few minutes to read through this page, then move on to the next page and wait for further instructions. It is very important that you wait for me and don't move ahead when you get to the next page. If you need help or have questions, raise your hand.

(Administrator should walk around and make sure all of the students have assented. If a student is on the opt-out page, they need to read the are-you-sure page and then opt out or go back and agree to assent. Make sure everyone is on the same PIN page; if not, assist the student[s] who opted out. See Section 11g, Opting Out of the Survey, for information about the decision not to assent.)

You should now be on the PIN page. This is very important—please listen carefully. You should see a 4-digit number, known as a "PIN," on your screen. You need to have this PIN if you want to come back to your survey later. Even if you think you won't need the PIN, write it down somewhere, separate from your username so that no one else can log in to your survey. ***If your PIN is lost or forgotten, there is no way to recover it. This is your only chance to see your PIN. You cannot come back to this page later. From this point forward, you will need both your username and PIN to access the survey.***

After you write down your PIN, you may click on the "Start the Survey" button, which will take you to the first question. To continue to go through the survey, click "Next Question" at the bottom of each page and you will move on to the next question. If you would like to go back to a previous screen to change an answer that you already provided, click the "Back" button. If you need to erase your answer, click the "Clear" button.

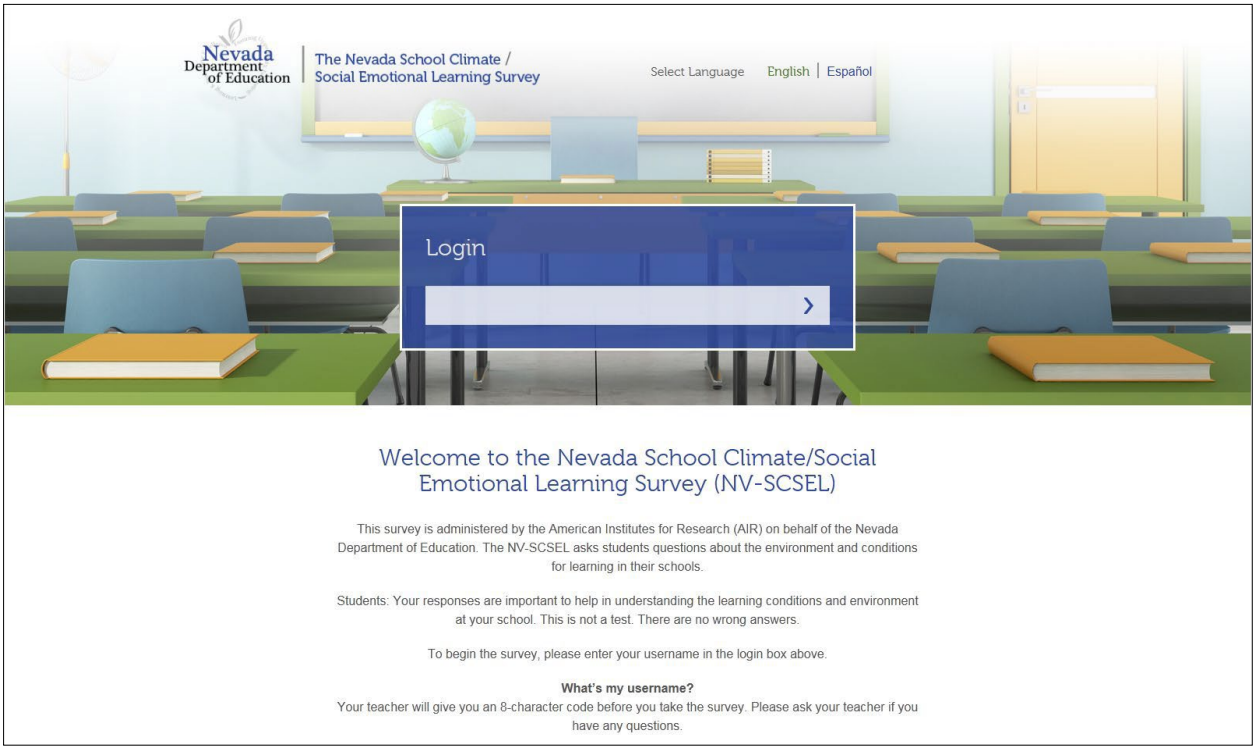
When you reach the end of the survey, you will have the option to click "Complete Survey." When you do this, you will end your survey session.

If you do not have any questions, you may begin. If you need help, raise your hand.

11d. Detailed Introductory Page Instructions and Screenshots

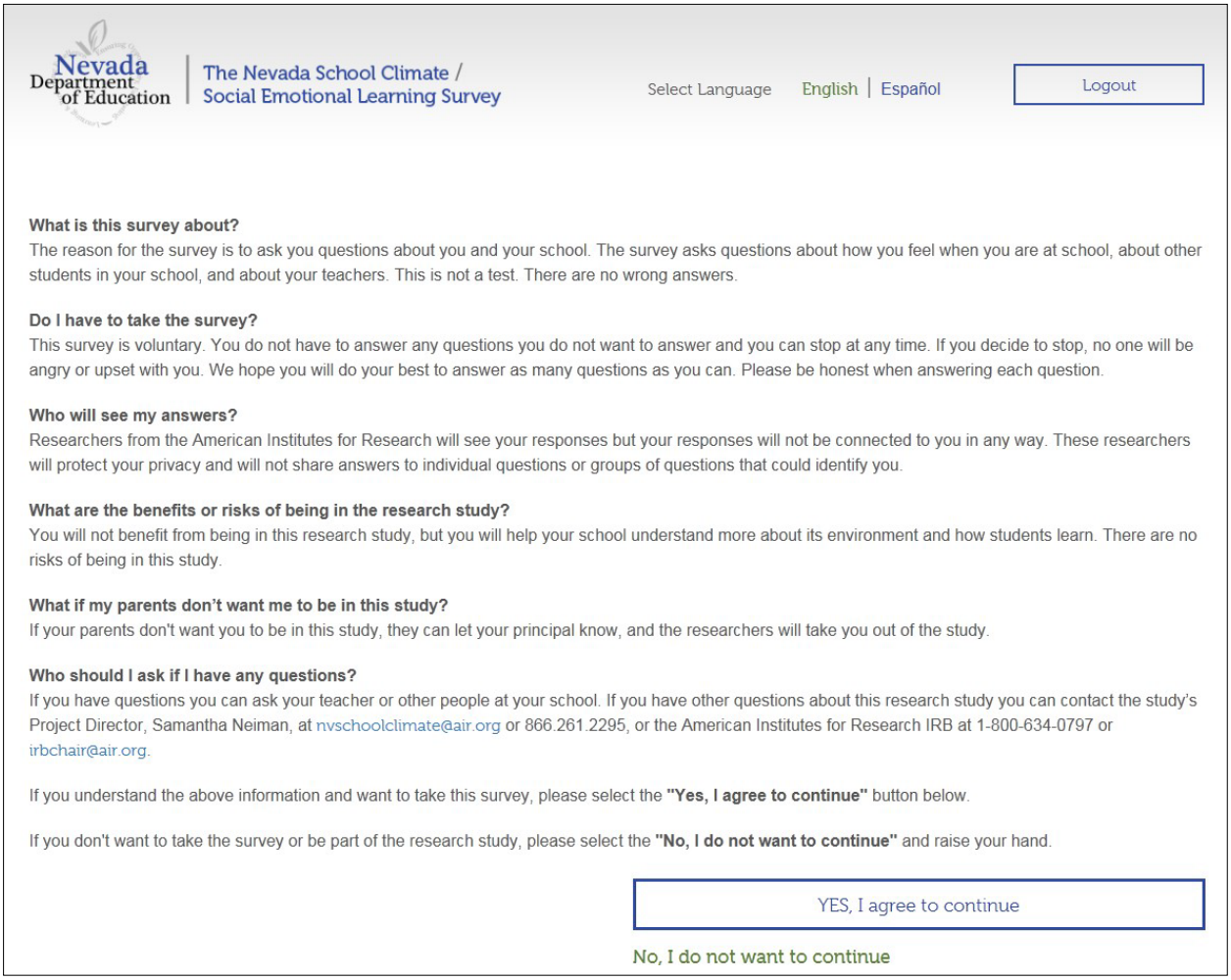
- **If the survey is not preloaded:** Have students type https://student.nevadaschoolclimate.org/ into the Internet browser.
  - This website address will take students to the survey login page.
  - If possible, write the website somewhere that all students can see it (e.g., on a whiteboard or chalkboard).

Survey Login Page



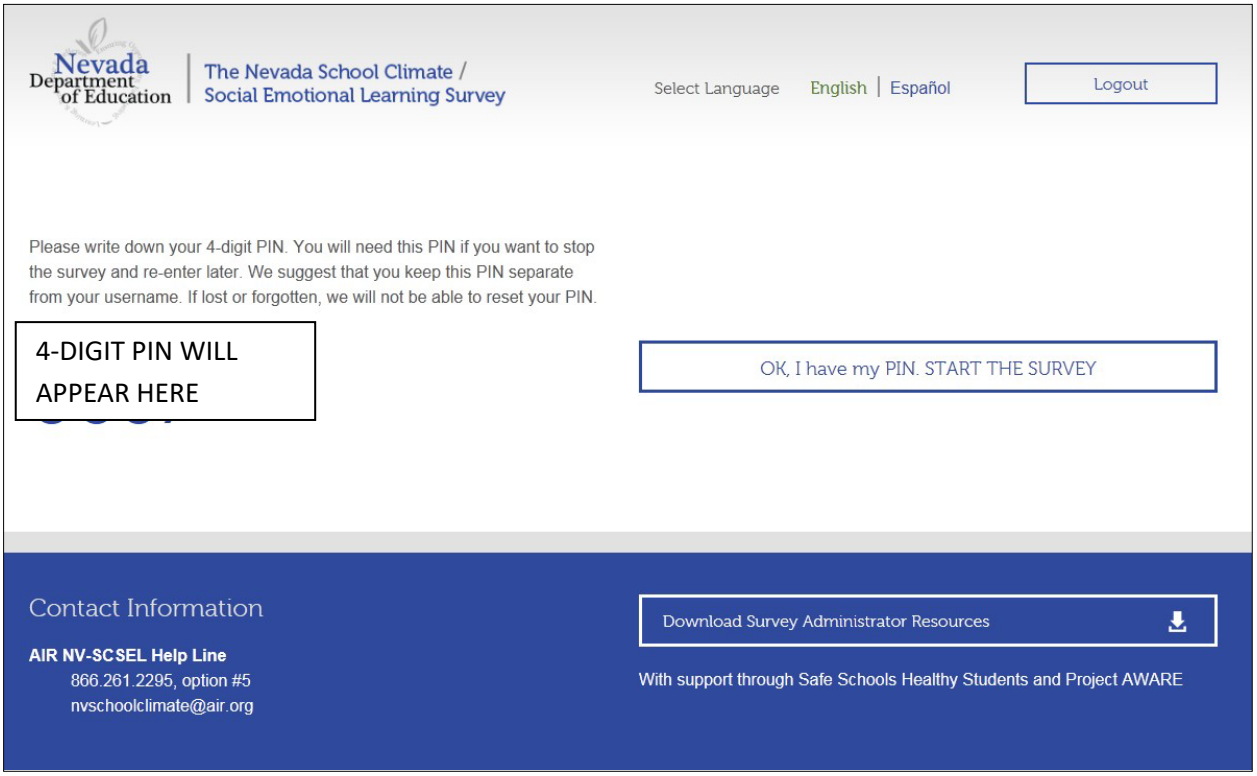
- To log in, students will type in the username in the "Login" box. The username is not case sensitive.
- For students logging in for the first time, after they enter a username, they will be taken to an assent page that tells them more about the survey.
- If the username is not working, try refreshing the internet browser. If trouble continues, please refer to the Frequently Asked Questions below for instructions on clearing the browser's cookiesand cache. If you need further assistance, please contact your school's IT department.

Student Assent Page



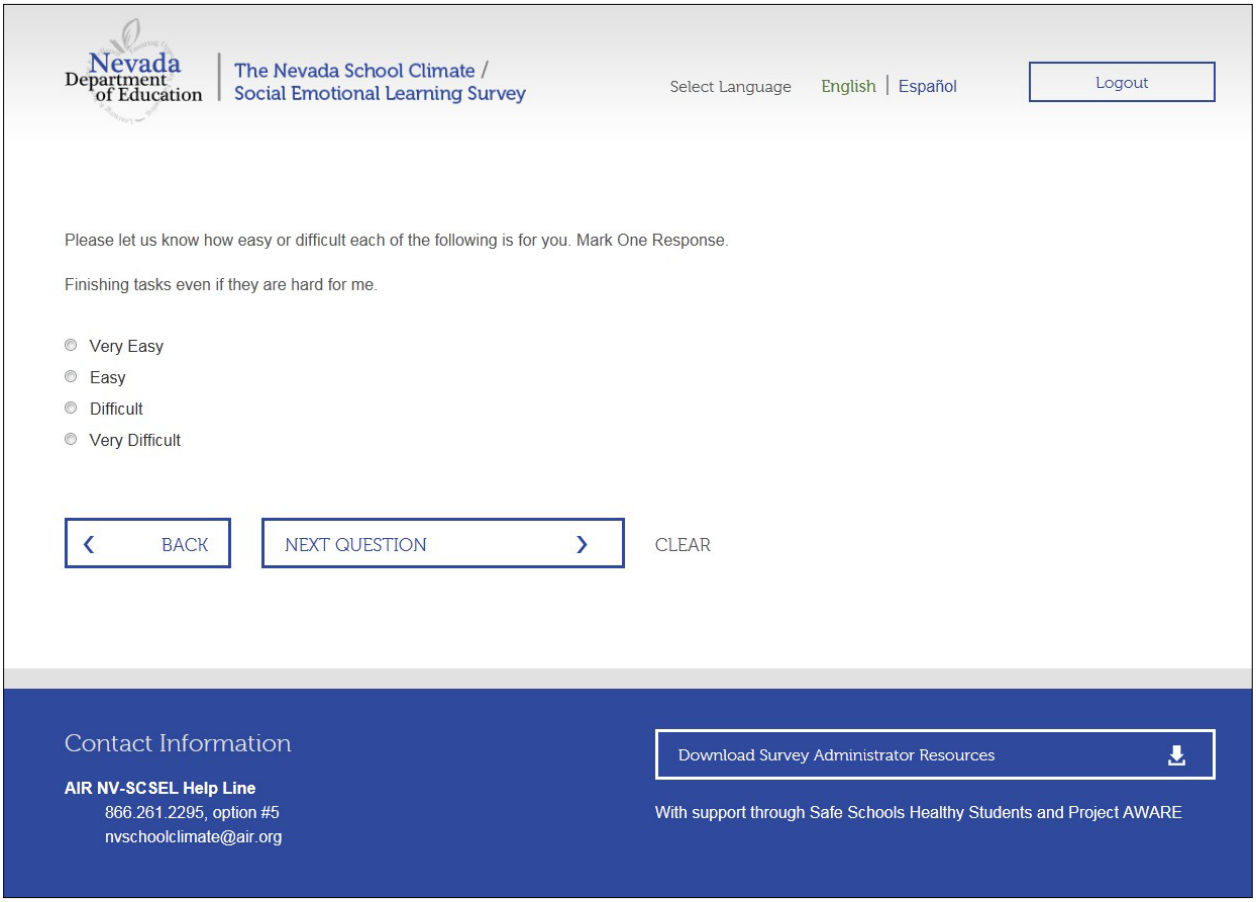
- After a student agrees to take the survey ("assents"), the student will be taken to the PIN page. **For privacy reasons, students should be instructed to write down their PIN and keep it separate from their username. If the student logs out of the survey, the student will need both the username and PIN to get back in. If a PIN is lost or forgotten, there is no way to recover it.** If a student already started the survey and then lost their username or PIN, the student should *not* be given a new username. Only students who have not begun the survey and have misplaced their username may be given a second, **unused** username. See Section 11g, Opting Out of the Survey, for information about the decision not to assent.

PIN Page



- From the PIN page, the student should click the "Start the Survey" button to start the survey, which will take the student to the first survey question. Note that, after the student arrives at the first survey question, the student will not be able to return to previous pages, including the student assent and PIN pages.

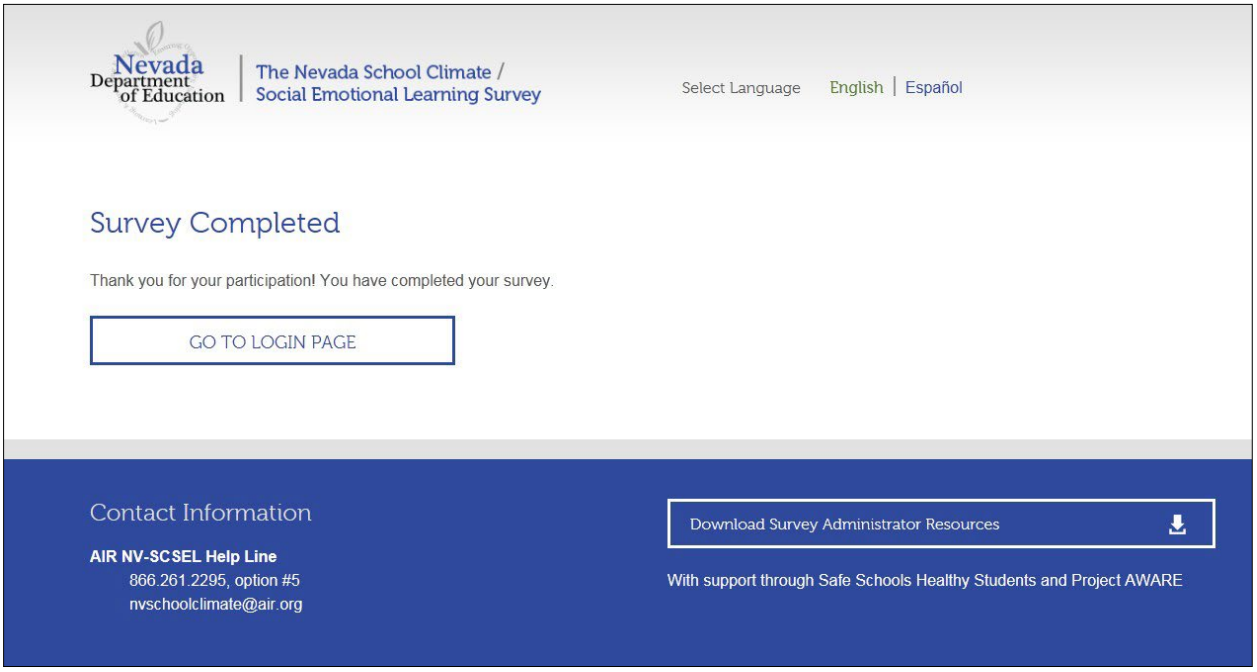
Example Survey Item Page



11e. Detailed Instructions to Move Through the Survey

- Students should click the "Next Question" button at the bottom of the screen after they answer each question, which will take them to the next screen and next survey question. Responses are automatically saved when students click "Next Question" on each screen.
- If students would like to go back to a previous screen to change an answer, they should click the "Back" button.
- In the event that students select a response but later decide they do not wish to answer the question, they can clear their answer by clicking "Clear" on that screen. This action will clear only that single response, not responses to the entire survey.
- If at any point during the survey students wish to log out, they can click the "Logout" button at the top right corner of the page (see Section 13, Logging Out of the Survey, for more information).
- When students reach the last survey question, they can complete their survey by clicking the "Complete Survey" button.
- After students click "Complete Survey," they will be taken to the survey completed page.

Survey Completed Page



- After students finish and click "Complete Survey," they will not be able to go back and change their responses.
- When students reach the survey completed page, they should click on the "Go to Login Page" button, which will take them back to the login page for the next student to take the survey.

11f. Accessing the Survey in Spanish

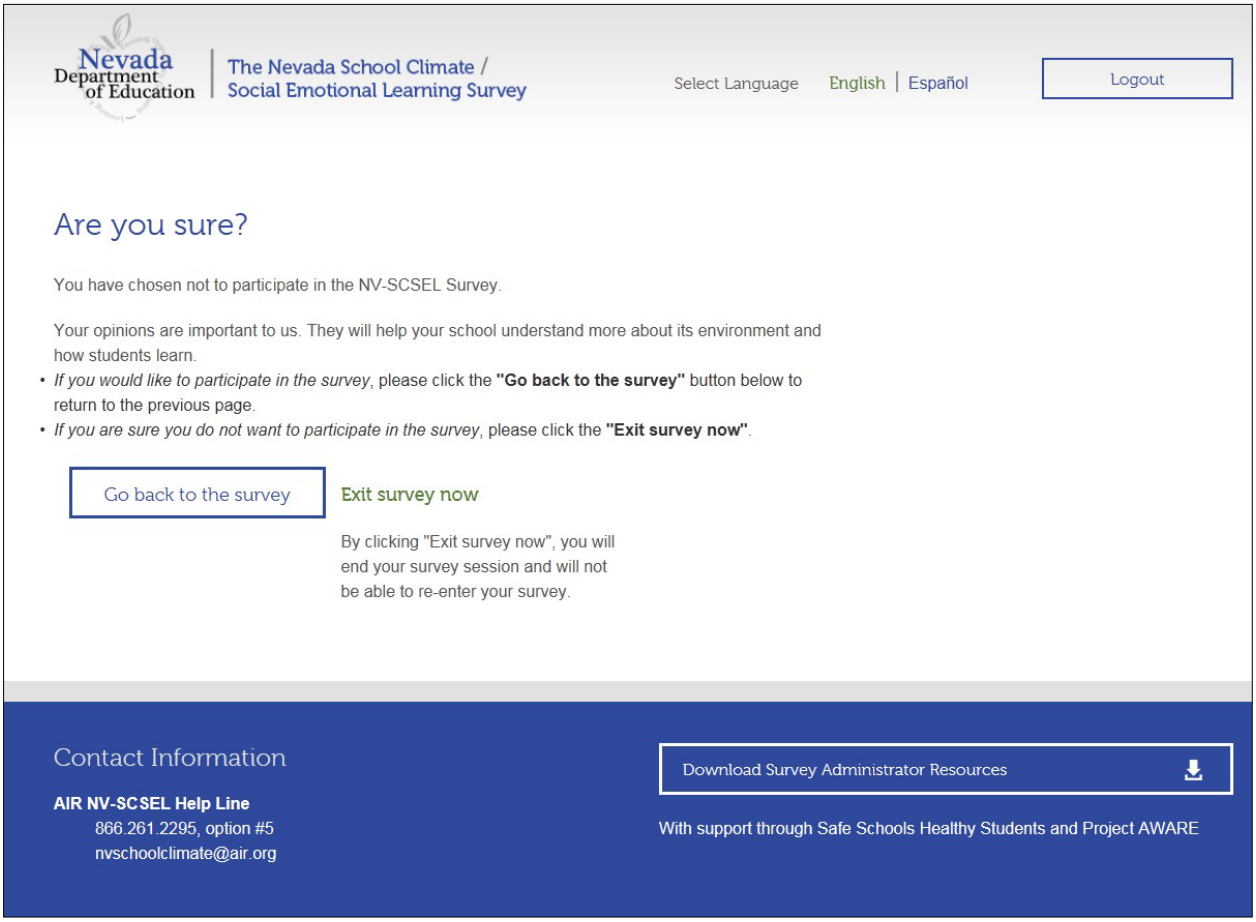
The survey has a bilingual feature for students. To switch between English and Spanish, students can click on the "Select Language English | Español" toggle at the top of each page, as shown here.



11g. Opting Out of the Survey

- If students choose to opt out of the survey (not assent), they are taken to the opt-out confirmation page, where they will be asked to either confirm to opt out or return to the assent page.

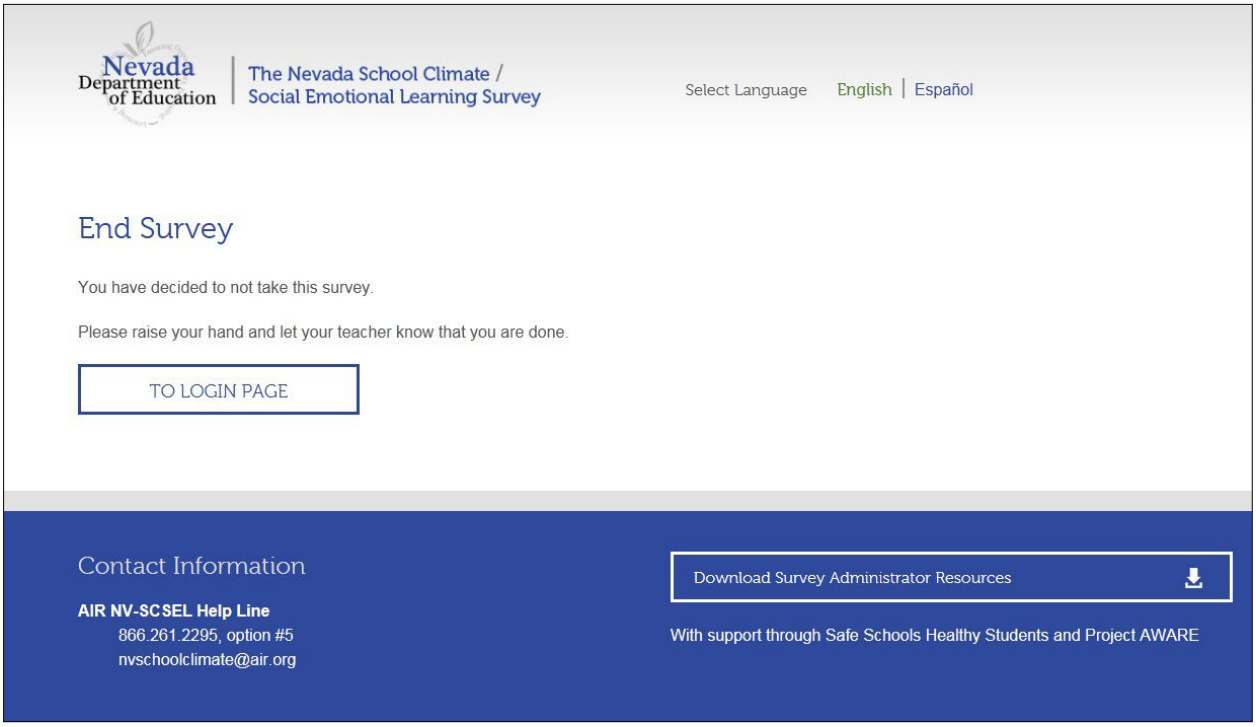
Opt-Out Confirmation Page



- If students do not confirm their choice to opt out, they will be taken back to the assent page.
- If students confirm their choice to opt out, they will be taken to the end survey page.
- When students reach the end survey page, they should click on the "To Login Page" button, which will take them back to the login page for the next student to take the survey.

Students who opted out of the survey should do quiet work and not be disruptive to the other students taking the survey.

End Survey Page

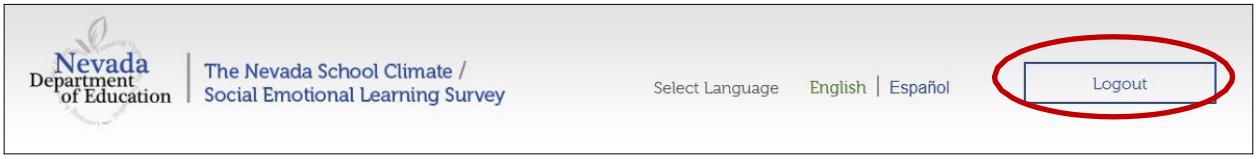


12. While Students Are Taking the Survey

- During the survey, students should work independently and do the best they can.
- Maintain a quiet and serious atmosphere during the survey administration. If students become distracted or restless, encourage them to do their best to complete the survey.
- Students should attempt to answer all questions but do not need to complete questions they do not understand or are not comfortable answering.
- Most students should be able to complete the survey within one class period.
- Students who finish early or who opted out should take out quiet work until the rest of the class is finished.
- After 30 minutes of inactivity, the survey will automatically time out and students will be logged out. A prompt will alert the student that the survey session is about to expire when there is one minute remaining. If this happens, or if the student accidentally logs out, the student must click on the "Go to Login Page" button or go to the original login page (https://student.nevadaschoolclimate.org/) to re-enter the survey. See Section 13, Logging Out of the Survey, for more information.

13. Logging Out of the Survey

If students must log out before they are done with the survey, have them click on the button that says "Logout" on the top, right-hand corner of the survey page, as shown here.



Students can re-enter their survey (as long as they did not complete the survey during a prior session). If students need to re-enter the survey, they must have both their username and PIN. If students do not enter the correct PIN, an "invalid PIN" message will be displayed. If students enter the correct PIN, they will return to where they left off in the survey.

- Again, lost or forgotten PINs cannot be recovered. **In addition, after students let the survey time out or if they log out and then log back in, they will not be able to see their previous answers from their prior login. This feature was added to protect students' privacy.**
- If a student already started the survey and then lost their username or PIN, the student should not be given a new username to take the survey from the beginning. Only students who have not begun the survey and have misplaced their username may be given a second, **unused** username.

14. Possible Survey Day Scenarios

If students need to leave the room for more than 30 minutes (e.g., for a fire or emergency drill), they will be automatically logged out of the survey and will need both their username and PIN to re-enter the survey. Be sure to have students write down their PIN at the beginning of the survey administration so that they do not have any problems re-accessing their survey after logout. If it is safe to do so, instruct students to log out of the survey prior to leaving the room byclicking the "Logout" button.

15. When the Survey Period Ends

- If the class period ends and students *have not* finished their survey, ask the students to log out and click the "Go to Login Page" button so that the survey is ready for the next student. **Remind the students to keep their username and PIN** so that they can finish their survey on the makeup survey day. If students *have* completed their survey, they may discard their username.
- **Before students leave the room, make sure that students have logged out of their survey and the computer screen shows the login page for the next student.**

16. Makeup Administration of Surveys

Makeup surveys must be administered during the regular data collection window for your district. As with all assessments, provide accommodations that will ensure students can concentrate and complete the survey.

16a. Students Who Were Absent

Students who were absent during the previous survey session should receive **unused** usernames. The administration procedures for makeup surveys are the same as the procedures for regular survey administrations described previously.

16b. Students Who Did Not Finish the Survey During the Original Administration Session

The administration procedures for finishing partially completed surveys are the same as the procedures for regular surveys, with the exception that students will be prompted to enter their PIN upon login. After students log back in, the survey will pick up where students previously left off. **Students will not be able to go back and see or change their answers from previous sessions.**

17. Frequently Asked Questions

What materials should I have before administering the NV-SCSEL survey?

You should have a copy of this *Survey Administrator Manual, Survey Administrator Check List*, and enough usernames for all students in your classroom.

How long does the survey take?

We anticipate that, on average, students will need about 15 minutes to answer the survey questions; however, we recommend that a full class period be dedicated to survey administration to ensure enough time for all students to log into the survey, move through the introductory steps, and complete the survey.

What can I do to make the login process faster?

We strongly suggest that the survey administrator (or other designated person) set the computers to the survey login page (https://student.nevadaschoolclimate.org/) before bringing students into the computer lab. This will save time once students are in the room. See Section 11b for options on how to begin the survey session.

What if students need to take the survey in Spanish?

The survey has a bilingual feature for students. To switch between English and Spanish, students can click on the "Select Language English | Español" toggle at the top of each page.

A student accidentally closed the browser window without completing the survey. How do I get the student back into the survey?

You can open any Internet browser, for example, Mozilla Firefox or Chrome. After the browser window appears, type https://student.nevadaschoolclimate.org/ into the box at the top of the browser and press Enter. This will take you to the login page. Note that the student will need their username and PIN for all re-entry attempts.

There are not enough computers in the lab to accommodate all of the students in my classroom or there is no computer lab available. How do I administer the NV-SCSEL survey to my students?

Please go to Section 8, Alternative Administration Formats, to see which options will fit your needs.

Some students in my classroom are eligible for the Nevada Alternative Assessment. Do they take the NV-SCSEL survey?

No, the NV-SCSEL survey and its procedures are not designed to accommodate students who are eligible for the Nevada Alternative Assessment (NAA). Do not include NAA-eligible students in the NV-SCSEL administration. This will not impact your school'ssubmission rate.

Can students who have disabilities but are not NAA-eligible take the survey?

Yes. Offer accommodations to students that they typically use. See Section 4, Accommodations.

If a student opts out of the survey, will that affect the school's submission rate?

Yes. If a student chooses not to complete the survey they will be counted as a non-respondent; however, it is important that students have the option to opt out of the survey and should not feel pressured to take the survey. It's OK that some students may not wish to participate.

How are submission rates calculated for my school?

Submission rates are calculated as a percentage of the students who completed the survey, of all eligible students in your school. Completed surveys are defined as surveys where a student submitted responses for at least half of the questions.

What if some students do not finish their survey?

If the class period ends and students have not finished their survey, have them log out and click the "Go to Login Page" button so that the survey is ready for the next student. **Remind the students to keep their username and PIN** so that they can finish their survey on the makeup survey day. Keep track of the students who will need to complete the survey on makeup survey day.

What if a fire drill or other unexpected event interrupts our survey session?

If students need to leave the room for more than 30 minutes (e.g., for a fire or emergency drill), they will be automatically logged out of the survey and will need both their username and PIN to re-enter the survey. Be sure to have students write down their PIN at the beginning of the survey administration so that they do not have any problems re-accessing their survey after such a drill. If it is safe to do so, instruct students to log out of the survey prior to leaving the room by clicking "Log Out".

Do I need to obtain any additional approval for administering the survey?

Contact your school's test coordinator if you are unsure of additional district requirements. Opt-in parental consent typically is *not* required for the core NV-SCSEL survey.

Does the survey need to be taken on the computer?

No, the survey can be taken from any device with Internet access (desktop computer, laptop computer Chromebook, tablet, or smartphone). We recommend using a computer when possible.

Where are my usernames?

AIR provides usernames to each school district. The district survey liaison then provides the usernames to the test coordinator of each school. The test coordinator is responsible for making sure that survey administrators have enough usernames for each student in the classroom to receive one.

Please note that usernames are linked to schools as defined by Nevada state code, which may

distinguish between elementary, middle, and high school students even if those students are in the same building. Please take care to ensure that your students receive cards for the correct school if your school serves multiple grade levels.

Should I request another username for the student?

Scenario	Answer	Reason
The student already answered some **survey questions***	No	We do not want duplicate survey responses from the same student.
The student cannot re-enter the survey due to misplacing their PIN, and the student **has** answered some **survey questions***	No	The PIN cannot be retrieved, and we do not want duplicate survey responses from the same student.
The student cannot re-enter the survey due to misplacing their PIN, and the student has **not** answered any **survey questions***	Yes	As long as the student hasn't answered survey questions, they can start the survey over with a new username.

***Survey questions** are any questions beyond the demographic/background questions in the beginning of the survey. Survey questions include topics on social & emotional competencies, cultural & linguistic competence, relationships, emotional safety, physical safety, and bullying.

What do I do if I need more usernames?

If you need additional usernames, contact your school's test coordinator.

What should students do with their usernames after they complete the survey?

Students should discard their usernames after they have completed their survey. If the class period ends before the student finishes the survey, the students should keep their username in order to log in and finish the survey on makeup survey day.

What should I do with the unused usernames?

After your district's survey administration window is closed (including makeup survey day), you may discard any unused usernames.

My students do not have access to the Internet. Is there a paper version of the survey?

No. The NV-SCSEL survey is available online only. If your students do not have access to the Internet, contact your district survey liaison.

My student's username is not working.

If you have trouble logging in to the survey and refreshing your internet browser does not solve the issue, clear your browser's cache and cookies using the instructions below.

Google Chrome

- In the top right corner of Chrome, click the Chrome menu, which is found at the end of the address bar, to the right of the star. It looks like three dots in a vertical line.
- In the menu, click "Delete browsing data".
- At the top, choose a time range. To delete everything, select "All Time".
- Check the boxes next to "Cookies and other site data" and "Cached image and files".
- Click Delete data.

Firefox

- In the top right corner, click the menu, which is found at the end of the address bar, to the right. It looks like a stack of three horizontal lines.
- In the menu, click "Settings".
- Then select the "Privacy & Security" panel on the left side, with a padlock icon.
- In the "Cookies and Site Data" section, click "Clear Data…".
- Keep the check mark in front of "Cookies and site data" and "Temporary cached files and pages".
- Click the "Clear" button.

My student is getting a pop-up message when answering the grade question. What does it mean?

Every NV-SCSEL username is associated with a school and grade level (e.g., grades 6-8). The pop-up message is a warning that the username and the grade that the student selected do not align. This likely means that the student either selected an incorrect grade or was given a username for the incorrect grade level. Please check the username and the student's grade selection for error. Contact the AIR NV-SCSEL Survey Help Desk at 866-261-2295, option 5 or e-mail nvschoolclimate@air.org.

If a student accidentally took the survey using an incorrect username (e.g., for the wrong grade level), what should the student do?

If the student *has already answered* survey questions (that come after the demographic questions), they can continue and complete the survey using the incorrect username as to not interrupt their survey session. If the student *hasn't answered* any survey questions (that come after the demographic questions), they can log out of their survey session and log in with a correct username provided by the survey administrator.

My student is asking me to clarify the demographic question on race/ethnicity. What do I say?

You may help students to understand the demographic questions at the beginning of the survey, if they ask for clarification on their grade, gender, race/ethnicity, and primary learning mode.

For race/ethnicity, the following definitions have been taken from the U.S. Office of Management and Budget's standards for maintaining, collecting and presenting race/ethnicity data (https://www.census.gov/about/our-research/race-ethnicity/standards-updates.html).

- **American Indian or Alaska Native –** Individuals with origins in any of the original peoples of North, Central, and South America, including, for example, Navajo Nation, Blackfeet Tribe of the Blackfeet Indian Reservation of Montana, Native Village of Barrow Inupiat Traditional Government, Nome Eskimo Community, Aztec, and Maya.
- **Asian –** Individuals with origins in any of the original peoples of Central or East Asia, Southeast Asia, or South Asia, including, for example, Chinese, Asian Indian, Filipino, Vietnamese, Korean, and Japanese.
- **Black or African American –** Individuals with origins in any of the Black racial groups of Africa, including, or example, African American, Jamaican, Haitian, Nigerian, Ethiopian, and Somali.
- **Hispanic or Latino –** Includes individuals of Mexican, Puerto Rican, Salvadoran, Cuban, Dominican, Guatemalan, and other Central or South American or Spanish culture or origin.
- **Middle Eastern or North African –** Individuals with origins in any of the original peoples of the Middle East or North Africa, including, for example, Lebanese, Iranian, Egyptian, Syrian, Iraqi, and Israeli.
- **Native Hawaiian or Pacific Islander –** Individuals with origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands, including, for example, Native Hawaiian, Samoan, Chamorro, Tongan, Fijian, and Marshallese.
- **White** – Individuals with origins in any of the original peoples of Europe, including, for example, English, German, Irish, Italian, Polish, and Scottish.

How do I access results to the NV-SCSEL Student Survey?

Each year when students take the survey, your school gets a report about how students feel at their school. To see reports from last year and prior years, you can go to https://nevadaschoolclimate.org/Reports. You can also look at your school's survey results throughthe NV-SCSEL Data Tool at https://nevadaschoolclimate.org/DataTool.

18. Contact Information

Survey questions generally should be directed to your school's test coordinator; however, if you need to contact your district about survey-related matters, refer to the following table to determine the appropriate point of contact for your district.

District	Survey Liaison	E-Mail
Carson City	Brandon Bringhurst	bbringhurst@carson.k12.nv.us
Churchill	Michael Walker	walkerm@churchillcsd.com
Douglas	Tanielle Erickson	terickso@dcsd.k12.nv.us
Elko	Ray Smith	rsmith@ecsdnv.net
Esmeralda	Jasmine Simental	jsimental@ecsdnv.org
Eureka	Jaylene Callister	jcallister@eureka.k12.nv.us
Lander	Brett Zanto	bzanto@landernv.net
Lincoln	Matt Cameron	mcameron@lcsdnv.com
Lyon	Stacey Griffin-Cooper	stacey.griffincooper@lyoncsd.org
Mineral	Erika Sterling	sterling.erika@nvmcsd.org
Nye	Karen Holley	kholley@nyeschools.org
Pershing	Sarah Arnold	sarah.arnold@pcsdnv.com
SPCSA	Brettani Weinhold	brettaniweinhold@spcsa.nv.gov
Storey	Karen Staffen	kstaffen@storeynv.com
White Pine	Kara Garcia	kara.garcia@wpcnvadmin.com

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Survey Help Desk

If you have any questions or concerns or if you need the help of a survey specialist, please call AIR NV-SCSEL Survey Help Desk at 1-866-261-2295, option 5, between the hours of 7 a.m. and 3 p.m. Pacific Time or e-mail nvschoolclimate@air.org.

Thank you for your time and support!

Appendix A: Survey Administrator Checklist and Script

Preparation for Survey Administration

- ❑ Read the Survey Administrator Manual for detailed instructions on how to administer the survey.
- ❑ Watch the 13-minute video walk-through for a demonstration of the survey login procedures. If this link doesn't work on your school computer, the Vimeo video-hosting website may be blocked by your school. Please try opening the video link on a personal device instead.
- ❑ Get a batch of usernames from your school's test coordinator (i.e., the person at your school who manages the logistics that allow for this survey administration). Each username is unique and can only be used by one student.
- ❑ Work with your school's test coordinator to assess how many working computers or devices are available compared with how many students are to be surveyed in order to plan the logistics of survey administration. The survey can be taken from any device with Internet access. Have the students in your class bring quiet work with them in case they finish the survey early or opt out of the survey.
- ❑ Make sure each student in your class has a piece of paper and a pen or pencil so they can record their PIN number presented on the screen at log in. **They will need both their username and PIN to log back into their survey.**
- ❑ Plan to offer appropriate accommodations that students typically use.
- ❑ Do not include Nevada Alternative Assessment–eligible students in the NV-SCSEL survey administration.

Day of Survey Administration

- ❑ Preload the survey page on each computer (i.e., open an Internet browser and go to the website https://student.nevadaschoolclimate.org/) before bringing students into the classroom.
- ❑ After students are seated in front of a computer terminal or other device, instruct them to wait for directions.
- ❑ Note absent students and provide absentee information to the test coordinator for school-level tracking.
- ❑ Give each student a username. (Usernames are not associated with individual students.)
- ❑ Read the survey script to students. (See the survey script later in this document.)
- ❑ To access the survey, students will type in their username on the survey home page.
- ❑ After students enter the survey, they will be shown a randomly generated four-digit PIN. **Students should write down their PIN. They will need this PIN if, for any reason, they need to leave and reenter a survey later.**
- ❑ Establish and maintain a quiet and serious atmosphere at the start of and during the survey administration.
- ❑ Instruct students on how to switch between English and Spanish (students can click on the "Select Language English | Español" toggle at the top of each page).
- ❑ Walk students through the assent process. At this stage, students can either agree to participate or opt out of the survey.

- ❑ Students should work independently and do the best they can.
- ❑ You may help students if they ask for clarification about demographic items (grade, gender, race, ethnicity, and learning mode); however, please do not help students with other survey questions. If students have questions about other survey items, tell the student, "Whatever it means to you." Do not try to explain the question to the student. Do not advise the student to skip the question. More information about defining race can be found in the Survey Administrator Manual (Section 17, Frequently Asked Questions).
- ❑ Provide support to students having trouble accessing the survey.
- ❑ Tell students that if anyone does not finish the survey by the end of the session, they will be able to do so on a makeup survey day. Students should *not* complete the survey at home.
- ❑ Instruct students who finish the survey early or who opt out of taking the survey to engage in quiet work until the rest of the class is finished.
- ❑ Let students know the time remaining for them to finish the survey as they get close to the end of the administration period (e.g., 10 minutes left).
- ❑ Discuss any questions or concerns with the test coordinator.

Important Information About Usernames

- The NV-SCSEL survey is designed to be anonymous. Usernames are not linked to specific students, however, they are linked to schools, as defined by the same Nevada state-generated ID codes used for the Nevada Report Card. Schools are usually split among elementary, middle, and high schools. **If there are multiple school levels that reside in the same building, it is critical that students are given usernames for the school that corresponds with their grade.**
- Usernames assigned to your school can only be used by students at your school.
- Usernames are not linked to individual students and should be randomly assigned. To efficiently disseminate usernames, you may consider one of these methods:

  Option 1: Read the survey instructions and then randomly hand out a username to each student.

  Option 2: Students can pick up a username from the stack as they walk into the room.
- Keep track of which usernames have been used so that you do not assign the same username more than once.
- If additional usernames are needed, contact your school's test coordinator.
- If you have trouble with the usernames, try refreshing the internet browser. If trouble continues, refer to the troubleshooting tips in the FAQ section of the NV-SCSEL administrator manual. If you need further assistance, please contact your school's IT department.
- If a student needs to save and continue the survey at a later time, make sure the student keeps both the username and PIN.
- When a student has completed the survey, the student should dispose of the username that they used to complete the survey.
- Set aside unused usernames for absent students so they can use them on the makeup survey day.
- After the survey administration window closes for your school district, dispose of any unused usernames.

The NV-SCSEL Student Survey - Administrator Script

Today we will participate in a survey administered by American Institutes for Research on behalf of the Nevada Department of Education.

The survey is designed to collect information about your opinions about your school. The survey asks questions about how you feel when you are at school, about other students in your school, and about your teachers. It is also being given to other students throughout Nevada.

This is not a test. There are no wrong answers. This survey is voluntary. You do not have to answer any questions that you do not want to answer, and you can stop at any time. If you decide to stop, no one will be angry or upset with you. We hope you will do your best to answer as many questions as you can. Please be honest when answering each question. Your responses are important.

If you need to have an individual question read out loud, please raise your hand and someone will come to you. If needed, you can switch between English and Spanish throughout the survey by clicking the “English and Spanish” button on the top right corner of each page.

Please answer the questions as best you can. If you are unsure about the meaning of a survey question, do your best to answer it on your own. In order to maintain privacy, I will not be able to help you interpret the meaning of questions. Similarly, you should not ask other students for help or look at their responses.

Your responses will not be connected to you in any way. Researchers from American Institutes for Research will protect your privacy. They give your teachers and principal information about how groups of students in your school think and will not share answers to individual questions or groups of questions that could identify you. When you have completed the survey, please sit quietly and do not disturb your fellow students.

ONLY READ THE TEXT IN THIS BOX IF THE HOME PAGE (https://student.nevadaschoolclimate.org/) HAS NOT BEEN PRELOADED ONTO THE COMPUTERS

Open an Internet browser, for example, Mozilla Firefox or Chrome. After the browser window appears, type https://student.nevadaschoolclimate.org/ into the box at the top of the browser and press Enter.

YOU MAY NOW RETURN TO THE REGULAR SURVEY SCRIPT

Raise your hand if you do not see the survey login page. After you see the survey login page, take the username that you were given. Type it into the username box on the webpage, but do not begin the survey until instructed. After I have made sure everyone has successfully logged in, I will give further instructions on accessing the survey and getting through the introductory pages. Please raise your hand if you are not able to log in with your username.

(Administrator should assist any students who are not able to log in to the survey.)

After you log in, you will be taken to a page that gives you more information about the survey. Take a few minutes to read through this page, then move on to the next page and wait for further instructions. It is very important that you wait for me and don't move ahead when you get to the next page. If you need help or have questions, raise your hand.

(Administrator should walk around and make sure all of the students have assented. If a student is on the opt-out page, they need to read the are-you-sure page and then opt out or go back and agree to assent. Make sure everyone is on the same PIN page; if not, assist the student[s] who opted out. See Section 11g, Opting Out of the Survey, in the administrator manual for information about the

decision not to assent.)

You should now be on the PIN page. This is very important—please listen carefully. You should see a 4-digit number, known as a "PIN," on your screen. You need to have this PIN if you want to come back to your survey later. Even if you think you won't need the PIN, write it down somewhere, separate from your username so that no one else can log in to your survey. **If your PIN is lost or forgotten, there is no way to recover it. This is your only chance to see your PIN. You cannot come back to this page later. From this point forward, you will need both your username and PIN to access the survey.**

After you write down your PIN, you may click on the "Start the Survey" button, which will take you to the first question. To continue to go through the survey, click "Next Question" at the bottom of each page and you will move on to the next question. If you would like to go back to a previous screen to change an answer that you already provided, click the "Back" button. If you need to erase your answer, click the "Clear" button.

When you reach the end of the survey, you will have the option to click "Complete Survey." When you do this, you will end your survey session.
If you do not have any questions, you may begin. If you need help, raise your hand.