

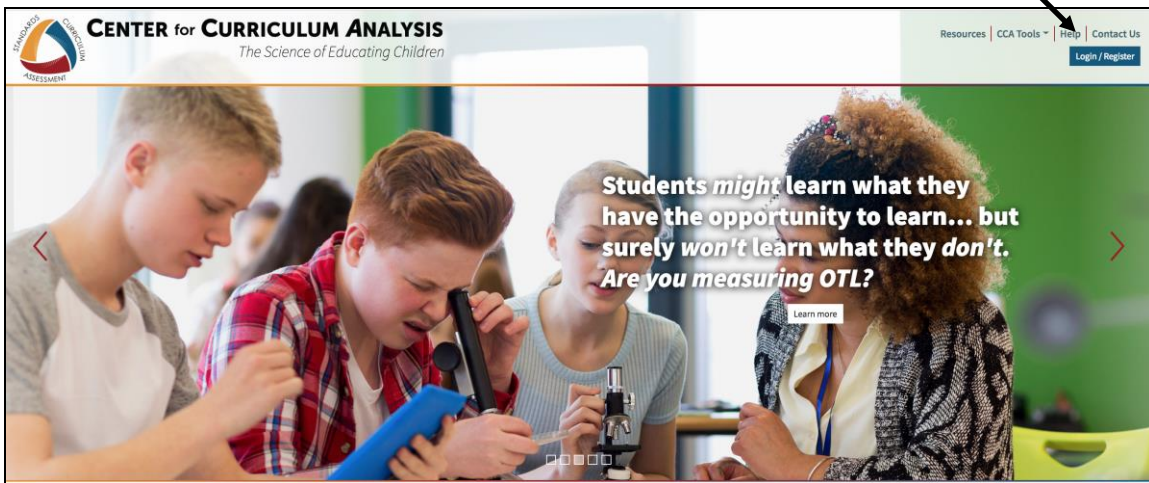
How to Run Reports

Surveys of Enacted Curriculum (SEC)

Registering for Surveys of Enacted Curriculum

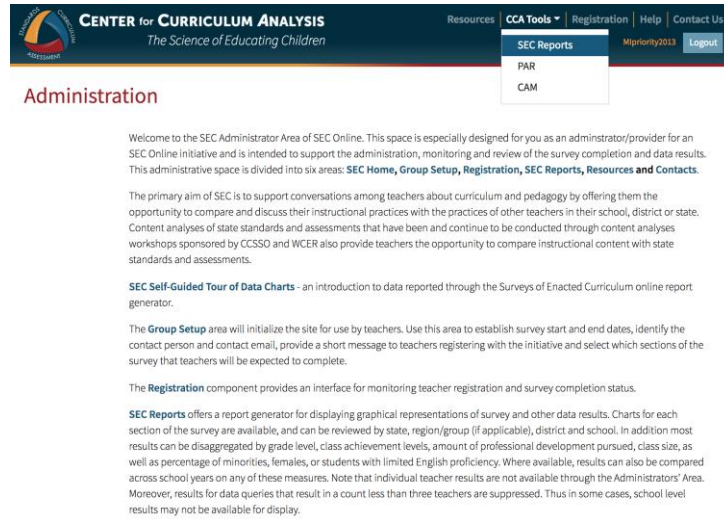
Go to: www.seconline.org

Click on the “Login/Register” button along the top of the page.



Under Registered Users enter your username and password and then click “Login”

From the main page title Administration Click on the dropdown **CCA Tools** on the top of the page and choose **SEC Reports**.



Contour Map or Tile Chart: Instructional Content

On the **Report Generator** screen choose the following choices to access your data

1. Select Survey: **content area for the survey**
2. Select the Chart Type: **Instructional Content**
3. Select the Chart Format: **Contour Map or Tile Chart**
4. Reported By: select **Grade Level** from the dropdown list.
5. On the left-hand side Administration Year: **20XX –YY**
6. Data Selection: **Region, District or School Data**
7. Sample Selection: **My Survey**
8. On the right-hand side Administration Year: **20XX-YY**
9. Data Selection: select the appropriate **CCSS (grade level or grade band)**
10. Click on the **Submit** button

Floating Bar

The following sections of the SEC all appear as Floating Bar Charts: School Description, Class Description, Homework, Instructional Activities, working Individually, Working in Pairs or Small Groups, Use of Hands on Materials, Collecting, Organizing and Displaying Data, Educational Technology, Assessments, Assessment Characteristics, Instructional Influences, Classroom Instructional Readiness, Teacher Opinions and Beliefs, Professional Development, Teacher Characteristics, Formal Course Preparation

On the **Report Generator** screen choose the following choices to access your data

1. Select Survey: **content area for the survey**
2. Select Chart Type: **Choose appropriate survey section**
3. Select Chart Format: **Floating Bar**
4. Select Reported By: **Grade Level**
5. On the left-hand side Administration Year: **20XX –YY**
6. Data Selection: **Region, District or School Data**
7. Sample Selection: **My School**

*Before we make the selections on the right, ask the question “What is the purpose for looking at this data?” The answer to this question will help determine which selections to make on the right side in the Report Generator. In the case of Instructional Practice, Teacher Opinions and Beliefs and Professional Development, everything other than instructional content, we usually compare to ourselves, so each side looks the same.

If the purpose is to examine implementation of a program, a resource or the impact of PD across a district, then comparing two schools may make sense, but if the answer is to examine our instruction within our school, then it is best to keep the two sides the same. For the purposes of this guide we will have both sides the same.

8. On the right-hand side Administration Year: **20XX-YY**
9. Data Selection: **Region, District or School Data**
10. Sample Selection: **My School**
11. Click on the **Submit** button