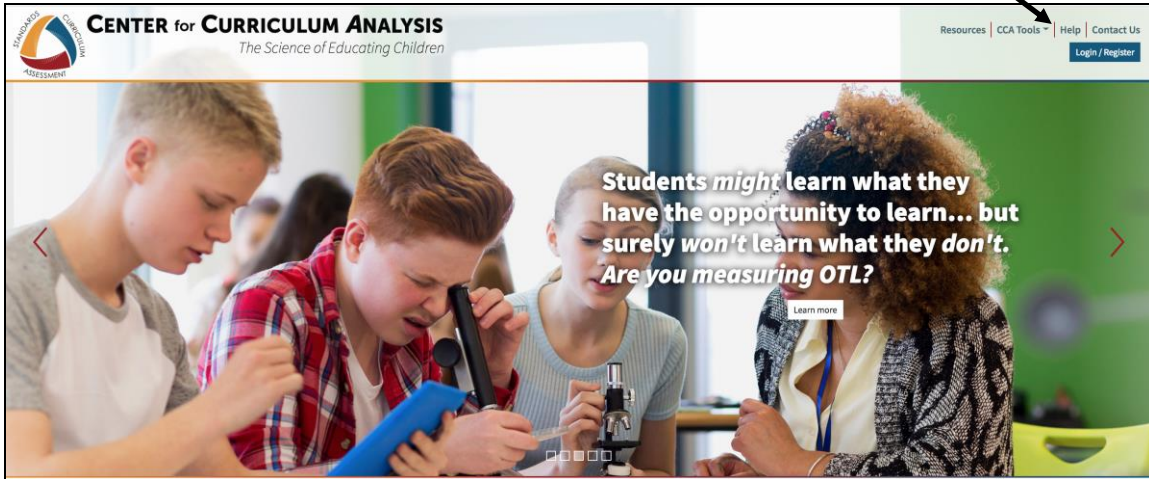


Surveys of Enacted Curriculum (SEC)

Registering for Surveys of Enacted Curriculum

Go to: www.seconline.org

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



2. Click on the drop down menu in the “Not Registered?” box on the right side of the screen to select your state (**Michigan**). Click on the “**Register**” button to continue.

3. Please review the User Information Agreement and click on the checkbox at the bottom of the screen, if you agree. Click on **“Continue.”**

Note: By checking the box at the bottom of the page, it will only give the research staff at WCER the permission to release your data and name to the state for research purposes only. NEVER for any reason, will your data and name be shared with your district or school. You can choose to NOT check this box and your confidential data will be included in the district and school level data analysis.

The screenshot shows the 'User Information Agreement' page. At the top, there is a header for the 'CENTER for CURRICULUM ANALYSIS' with the tagline 'The Science of Educating Children'. Navigation links for 'Resources', 'CCA Tools', 'Help', and 'Contact Us' are visible. A 'Login / Register' button is in the top right corner. The main content area contains the following text:

Thank you for agreeing to participate in this survey of enacted curriculum (SEC). The SEC surveys are part of a collaborative effort to provide education policymakers, administrators, and most importantly, teachers like yourself with comparative information about mathematics, science, or english language arts and reading instruction.

Your participation in this survey is voluntary and poses no risk to you. Results will not be used for teacher evaluation purposes or to make employment decisions. Your name will not be released in any manner that would permit association with your individual responses without your prior and explicit approval (see release statement below).

Some sponsoring agencies (those covering the costs of your participation), such as research organizations and state education agencies may request release of teacher names for the purposes of merging data sets and conducting longitudinal analyses. Two conditions must be met before any such requests are honored with respect to your own survey responses:

1. You have checked the box below, giving permission for your name to be released with your survey responses to the agency sponsoring your participation.
2. The sponsoring agency has provided the Wisconsin Center for Education Research (where your results are held) a written statement explicitly acknowledging that individual results will not be used for teacher evaluation and that confidentiality of individual teacher results will be strictly maintained.

Teacher Release Statement:

By checking the box at the left I hereby give permission to release my name as part of the results reported to my sponsoring agency, in order to assist in their analyses. I understand that my name will not be released unless my sponsoring agency has provided a written statement to WCER insuring the results will not be used for teacher evaluation and that confidentiality of teacher results will be strictly maintained.

A 'Continue' button is located at the bottom center of the page.

4. Review the state name on the screen to make sure you have selected the correct state. If the wrong state was selected, click on the “Go Back” button. Otherwise, complete the fields on the registration page (see image below)
- a. Name
 - b. Region: **Select your ISD/RESA**
 - c. District: **Select your district**
 - d. School: **Select your school**
 - e. Position: **Teacher**
 - f. Subject: **Select your subject area**

The screenshot shows the 'WELCOME TO SEC ONLINE Michigan' registration page. It includes a confidentiality statement: 'Your personal information and individual survey results will remain strictly confidential.' A note indicates that an asterisk (*) denotes a required field. The registration form contains the following fields:

- First Name: Text input field with 'Beth' entered.
- Last Name: Text input field with 'Brophy' entered.
- Region: Dropdown menu with 'Calhoun ISD' selected.
- Position: Dropdown menu with 'Teacher' selected.
- District: Dropdown menu with 'Harper Creek Community Schools' selected.
- Subject: Dropdown menu with 'Mathematics' selected.
- School: Dropdown menu with 'Beadle Lake Elementary School' selected.

At the bottom, there are two buttons: 'Submit' (blue) and 'Go Back' (orange).

Click on the **“Submit”** button.

5. Review the information on the top of the screen to make sure you have entered everything correctly. If you need to make adjustments, click on the **“Go Back”** button at the bottom of the screen.

Select "Continue" if the information above is correct
Select "Go Back" to edit your registration information.

[Continue](#) [Go Back](#)

6. Create a username and a password in the fields provided. Email addresses cannot be used for usernames. Be sure to write down your username and password for future reference. You will need this information to log back onto the site. Enter an email address that you have access to or use on a regular basis. This is only used when you need access to your username and password in the future. Click on **“Continue.”**

Now enter a username and password that will be easy for you to recall.

(Both Username and password will be required to re-enter this site.)

Username:

Password (6-12 characters):

Re-enter Password:

If you forget your username or password, you will be able to retrieve that information only by way of the email address you provide below.
Forgotten usernames and passwords can be requested in the 'Contacts' section.

Email address:

Select "Continue" if the information above is correct
Select "Go Back" to edit your registration information.

[Continue](#) [Go Back](#)

7. The next page confirms your username and email address. Click on **“Continue.”**
8. This should take you to the SEC Survey page. To begin entering data into a survey, click on **“Start this Survey.”**

Below is a list of surveys that you have access to. You may go back to review/edit your responses or view the results. Note that once you view results for a given survey section you will not be able to edit your results for that section.

Michigan Orientation - 2017-18 - Mathematics - Incomplete: [Start this Survey](#)

9. Please review the notes. Click on **“Continue.”**

You are about to enter the survey area.

NOTE: You do not have to complete all survey sections at one sitting.

Data is saved for each section as you complete it.

Please do not use the *Back* button on your web browser. If you need to return to the menu, please use the *Back to Menu* button at the bottom of the survey page.

You may exit at any time by simply closing your browser.

When you log back in, any sections already completed will be identified for you.

Completed sections can be edited/revised by checking the box next to that section. Once you review the survey charts (results) for a given section however, you will no longer be able to edit your responses for that section.

[Continue](#)

10. On the SEC Survey Menu screen all sections will be checked. Click on the **“Deselect all”** button at the bottom of the page. Click on School Description, Class Description and any other sections indicated by the survey completion schedule for your school. Click **“Continue”** to launch the survey.

SEC Mathematics Survey Menu

(Green Text indicates you have completed the section. Check to complete/edit. Un-check to skip.)

- School Description
- Class Description
- Homework (work assigned to be completed outside of class)
- Instructional Activities in Mathematics
- Working Individually
- Working in Pairs or Small Groups
- Use of Hands-on Materials
- Collecting, Organizing, Displaying Data
- Educational Technology
- Assessments
- Assessment Characteristics
- Instructional Influences
- Classroom Instructional Readiness
- Teacher Opinions and Beliefs
- Professional Development in Mathematics
- Teacher Characteristics
- Formal Course Preparation
- Instructional Content

[Deselect All](#)

Instructions for Selecting the Target Class

all questions about classroom practices please refer only to activities related to instruction in the selected subject, first class that you teach each week. If you teach a split class (i.e. the class is split into more than one group for instruction) s

[Return to Main Menu](#) | [Continue](#)

11. To log off, simply close your browser. When you log back onto the site any completed sections will be shown in green text on the menu screen. Once school description, class description and one other section is completed you can view your results for the completed sections.