



FREQUENTLY ASKED QUESTIONS (FAQ)

What is the “TELL Oregon” survey?

The TELL Oregon Survey is an online survey that offers every certified educator in Oregon the opportunity to provide input on teaching conditions that can be used to inform state, district and school improvements.

Why is it important to complete the TELL Oregon Survey?

A growing body of research connects positive teaching conditions to student learning and teacher retention. For more information, visit:

<https://newteachercenter.org/approach/teaching-empowering-leading-and-learning-tell/>

Who can participate in the TELL Oregon survey?

Any certified educator who meets the following criteria is invited to participate in the TELL Oregon survey:

- Is currently working in a Oregon district school, program or eligible facility
- Is a certified teacher/educator (full and/or part-time)
- Is a school principal, assistant principal, or other building-level administrator

Do central office certified personnel participate in the TELL Oregon survey?

No. Only school-based certified educators are eligible to participate.

How long does it take to complete the survey?

The survey takes approximately 30 minutes to complete and must be completed in one session.

How do I take the survey?

Once you receive your anonymous access code from your school representative:

- Visit <https://telloregon.org>
- Click on the “Take the Survey” button
- Select your school from the drop down menu
- Press the Select button
- Enter your anonymous access code
- Complete the survey

The survey is available 24 hours a day from February 1 – February 28, 2018, from any Internet-enabled device.

How will teachers and administrators receive their anonymous access codes?

Each school's principal will receive a packet containing TELL Oregon instructions and letters with individual access codes. Principals will conduct a faculty meeting prior to the start date of the survey to:

- Share key information about the TELL Oregon Survey
- Disseminate the letters with access codes



What if I misplace, never received, or my school does not receive the anonymous access codes?

- Visit <https://telloregon.org> and click on "Need Help?"
- Call: 1 (866)-301-2454, ext. 21, between 7:30 a.m.-4:30 p.m. local time, Mon. – Fri., during the survey window
- Send an email: helpdesk@telloregon.org

Do administrators and teachers receive a different set of access code letters?

- No. Both will access the same survey from the <https://telloregon.org>.
- Both will enter the anonymous access code found on the letter.
- Participants will be prompted to select school position: teacher or principal.
- The principal will receive many of the same questions as teachers and an additional bank of questions designed for administrators.

How will I know my responses were submitted successfully?

When your responses are received, you will see this message: "Thanks! Your survey is completed"

How can I be sure the survey is anonymous?

- No questions refer to an individual educator or administrator
- No questions ask about specific subject areas or grade levels
- School report data (for all schools that reach 50% response rate with a minimum 5 teachers) do not indicate any teacher or administrator in a school or district
- The answers to demographics questions are reported only at the state level, not at district or school level
- No teacher or principal can be connected to a particular response

What if I'm the only new teacher or the only one in my role? How will my responses be anonymous?

- School level reports require a minimum sample size of five (5); unless at least five teachers within their first three years of teaching provide responses, no data will appear on the school report for the "New Teacher".
- It is not possible to view response data by role, years of experience, or any other demographic information at the school or district level.

How can I know when a school reaches the minimum 50% response rate needed for school-level data?

- Visit <https://telloregon.org>.
- Click "Response Rate" button
- Search for your school by typing the name in the search bar
- Select your school from the list
- View a response rate tracker in real time!

When will the results be ready? How can they be viewed?

School and district survey reports will be available on www.telloregon.org approximately 5 weeks after the survey window closes. Results show answers to every question by school,* district, and grade level (*for schools reaching the minimum threshold for response)

How are the administrator results reported?

To ensure anonymity of all respondents, administrator responses are not identified or reported on the website in the school or district web reports.

Administered by:



DEPARTMENT OF
EDUCATION



TIP SHEET FOR PRINCIPALS

In February 2018, Oregon will again administer the TELL Oregon Survey, an anonymous online teaching and learning conditions survey. The survey is taken every two years by teachers and building-level licensed administrators and staff with the results accessible on the TELL Website for the state, district as well as any school building that meets the survey's participation threshold. The survey is used by school and district leaders for purposes of school and district improvements and is used by state leaders to inform policy.

Timeline for 2018 TELL Oregon Survey

- Early December, 2017--A letter is sent from Chief Education Office to superintendents and all principals along with a letter from the Governor to each educator formally announcing the 2018 TELL Oregon Survey
- Mid January 2018--A Pre-Survey Webinar is sponsored by NTC for schools.
- January 16, 2018--A TELL Oregon Survey poster, letter to the principal, and individual coded letters for accessing survey are mailed and begin arriving at schools late this week and into the next week.
- February 1, 2018--The 2018 TELL Oregon Survey window opens.
- February 1 – 28, 2018--The Survey Help Desk becomes available.
- February 28, 2018--The 2018 TELL Oregon Survey window closes.
- Five weeks following close of survey (tentative April 2nd) CEEdO sends email to district superintendents and principals with the pass code information for embargoed results.
- Mid April 2018—NTC provides a post-survey webinar for state, Educator Advancement Council, district, and school leaders on embargoed results.
- Mid April 2018—The 2018 TELL Oregon Survey results are released along with preliminary findings and heat maps.
- Mid April 2018—Governor releases statement on the results to the press.
- May 2018—CEEdO and NTC staff present findings to State Board of Education.

For more information check out the TELL Oregon Website: <https://telloregon.org>

Contact: Hilda Rosselli hilda.rosselli@state.or.us 971 240-0201

Getting Ready for the 2018 TELL Oregon Survey

Do now	<ul style="list-style-type: none"> Review the participation rate for your school in the previous TELL surveys and set a goal to increase participation (unless you are one of Oregon's schools who had 100% participation rates!) Figure out what may have kept educators in your building from completing the survey and plan proactively to eliminate real or perceived barriers.
Do now	<ul style="list-style-type: none"> Plan now to designate a meeting time in February that can be dedicated to time for educators to complete the survey.
Mid Jan	<ul style="list-style-type: none"> Watch for packet arriving in the mail that contains the TELL poster, instruction letter for you, and an individually coded letter for each educator in your building. Note: these letters are required for educators in your building to access the survey online with their individual code using the survey link provided. If you do not receive a packet by Jan 26th, please email Hilda Rosselli at hilda.rosselli@state.or.us or call 971 240-0201.
Mid Jan	<ul style="list-style-type: none"> Count your letters to make sure you have a letter for each qualified educator in your building (teachers, school counselors, social workers, psychologists, assistant principals and yourself). Although instructional assistants are valued employees, they are not licensed educators and are not eligible to participate in the survey. Itinerant teachers should complete a survey for their home-based school but may also complete a survey for any other school in which they work. Licensed school-based part-time educators can participate If you need more coded letters, go to www.telloregon.org and click on link about headcount under tab "Need Help?" You will need to provide the name of the school and district as well as the corrected headcount. It will take at least 48 for additional codes to be issues so check your envelope when you receive it.
Mid Jan	<ul style="list-style-type: none"> Hang the poster and announce to educators well before February when you will be setting aside time for educators to have sufficient uninterrupted time to complete the survey.
Survey opens Feb 1 st Early February	<ul style="list-style-type: none"> Use the designated time to provide an overview of the survey (you can download a power-point from the TELL website) and to provide at least 30 minutes of time when educators can complete the survey. Consider sharing the TELL Oregon website so that educators can learn more about the survey. Remind teachers: survey is voluntary, confidential, and anonymous. Encourage educators to exchange letters as this will increase their confidence in the anonymity of the survey. Put coded letters in mailbox of any educator absent during the meeting.
March	<ul style="list-style-type: none"> Make a plan with teachers in your school for how you will review the results in April and use the data to make improvements.