

Michigan School Climate Assessment Instrument (MiSCAI) Quick Start

Step-by-Step instructions for implementing the MiSCAI

Entering the Michigan School Health Survey System

New Users

For New Survey Administrators:

- Go to the Michigan School Health Survey System: www.michigan.gov/shs and click on **Security Agreement**.
- Login with your MEIS login name and password. If you do not have a MEIS account, click on Create New Login Name/Password.
- Confirm your contact information.
- Select the district and or building and level of access you require.
- Print the security agreement for superintendent signature.
- Submit signed security agreement to gain access to the survey system.
- You will be notified when your access is active.

Returning Users

You are a returning user if:


- You have used the Michigan School Health Survey System before.
- Proceed to Login

Login to the Michigan School Health Survey System

- Login using MiLogin
- If your MiLogin is not set up, go to the Michigan School Health Survey System
 - Use personal MEIS login under **Coordinate a Survey**.
 - Follow instructions in popup notice for setting up MiLogin for the survey system

Setup Survey

A school must be registered for the MiSCAI on the Michigan School Health Survey System prior to administration:

- At the left navigation, select 
- Complete these 2 steps to set the school up for survey implementation.

Step 1: Enrollment Data

Ensure that staff and student counts for all grades in building are entered regardless of those grades taking any survey. If this has already been done, proceed to step 2.

Step 2: Registration

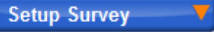
Follow the instructions to register the building for the survey group. Make sure to register for **ALL THREE**:

- MiSCAI - Staff
- MiSCAI - Parent
- MiSCAI - Student

*currently open to any grades 7-12; however, school/district may choose to survey in specific grades, i.e., 8, 10, 12.

Administering the Survey: STAFF

Generate login and Password for staff survey. (Does not change for the survey during the school year.)

- 1) Enter the Survey System using steps on page 1.
- 2) Go to **Step 3: Generate Password** under 
 - Follow the steps to generate a login and password for **MiSCAI - Staff**.
 - Copy to provide instructions to building staff.

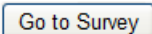
Provide the following **Survey instructions** to building staff.

- 1) Go to: www.michigan.gov/shs

- 2) Under **Take a Survey**, Select Staff Button. 
- 3) On the **Staff Survey Login** page, use the **Login and Password** generated for your building.


Then 

- 4) On the **Select a Staff Survey** page, select **MiSCAI - Staff** from the drop down and then



Administering the Survey: PARENTS

Generate login and Password for parent survey. (Does not change for the survey during the school year.)

- 1) Enter the Survey System using steps on page 1.
- 2) Go to **Step 3: Generate Password** under 
 - Follow the steps to generate a login and password for **MiSCAI - Parent**.
 - Copy to provide instructions to parents.

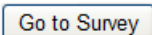
Provide the following **Survey instructions** to parents via one or more methods (i.e., email, handout.)

- 1) Go to: www.michigan.gov/shs

- 2) Under **Take a Survey**, Select Parent Button. 
- 3) On the **Parent Survey Login** page, use the **Login and Password** generated for your building.

Then 

- 4) On the **Select a Parent Survey** page, select **MiSCAI - Parent** from the drop down and then




Administering the Survey: STUDENTS

Prior to survey day:



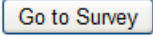
- Send out the **Parental Notification Form** (provided as an additional document).
- **Schedule** lab and survey times for students

Administering the Survey: STUDENTS, continued

On survey day:


- Obtain **daily survey login and password**
 - 1) Enter the Survey System using steps on page 1.
 - 2) Go to **Step 3: Generate Password** under 
 - 3) Follow the steps to generate a login and password for **MiSCAI - Student**.
 - 4) These login and passwords are building and survey specific.

In the computer lab: Set up each student computer

- 1) Go to: www.michigan.gov/shs
 - 2) Under **Take a Survey**, Select 
 - 3) On the **Student Survey Login** page, use the daily **Login and Password** generated for your building. Then 
 - 4) On the **Select a Student Survey** page, select **MiSCAI - Student** from the drop down and then 
- Computers should be at the introduction screen when students enter the lab.
 - Read Script (provided as an additional document) and instruct students to click **CONTINUE**.
 - Close web browser after each session

Track Progress and Close Surveys

Track survey progress.

- 1) Enter the Survey System using steps on page 1.
- 2) Go to **Step 4: Survey Progress** under 
- 3) Follow the steps to track progress for the MiSCAI and see initiated surveys for each group.


Close a survey.

When **all** surveying is complete for staff, parents, and students,

- 1) Go to **Step 5: Close Survey**
- 2) Follow the steps to close each Survey.

Reports

Generate reports. After closing the building/district, reports are available within three business days. They can be accessed and generated in the Michigan School Health Survey System.

- 1) Enter the Survey System using steps on page 1.
- 2) Select 
- 3) Follow the steps to generate reports for MiSCAI.