

Speak Up Survey Instructions for Educators

Speak Up is open for input October 16 – January 19, 2018

Step 1: Go to the Speak Up Welcome page at speakup.tomorrow.org. Click on “begin survey” button.

Step 2: Click on the drop-down list and select “Educators.”

Step 3: Indicate your occupation as an educator by clicking the button that applies. Press “select.”

Step 4: Look up your school.

- 1.) Either input your **school’s** zip code or click on the state drop down button and select the state that you live in. **Insert State** _____
- 2.) Click the “Next” arrow.
 - i. If searching by school name, either search by city by clicking the City drop-down and selecting your city from the list. Or search by entering in the first few letters of your school.
 - ii. Click “Next.”

Step 5: On the schools found page a list of schools matching the letters you typed in will show up. **Click on the school that matches your school’s name** (the city should match as well).

Insert School’s name as it appears in the Speak Up System _____
(*please contact the Speak Up team at speakup@tomorrow.org if you are unsure of your school’s exact Speak Up building name).

- 1.) If you do not see your school, please try again by clicking on the “Search Again” button at the bottom of the screen. Try step 3 again, but try using less letters from your school’s name (*This can be any part of the school name. For example: For the school St. Agnes-St. Dominic, you can type in Agnes or St. Dom or St. to search*).
- 2.) If you still do not see your school’s name, please contact the Speak Up Team at speakup@tomorrow.org.

Step 6: Log in

- 1.) Select the survey you would like to take.
- 2.) Click on the “log-in” button.

Step 7: You will now begin the survey. Please read the Educator introduction page. Then click on the “Next” arrow to begin the survey.

- 1.) Please use the arrow tabs labeled “Next” and “Previous” to navigate between pages (not the browser buttons).
- 2.) Please read questions thoroughly. For questions with circles select one answer and for questions with squares select all that apply.
- 3.) If you are unsure of a question just skip to the next question.

Thank you for your participation in Speak Up!