

Speak Up 2018-19 Sample Timeline

To help you best plan a timeline, we've provided a short version of our timeline with key information in order to promote Speak Up, send reminders to your staff, and more. Remember that Speak Up is open throughout the academic year, this timeline is adaptable to fit your schedule.



Register for Speak Up

- Register as primary contact of your school or district.**
- Schedule a call with the Speak Up Team.** After you register, schedule a quick 10-15 minute to help get your account set up and answer any questions you may have.
- Select a Speak Up Version.** Determine which version of Speak Up tools you would like to use: Speak Up Annual, Speak Up snapshots or Speak Up Flash Indicators. You can review all Speak Up survey options [here](#).
- Determine Speak Up Timeframe.** Speak Up is open for input during the academic school year. We recommend you pick a 2-3 week timeframe that works best for you.

Prep for Participation

- Establish Purpose:** We recommend writing a short explanation that best fits your school/district culture that provides some context on why you are participating and how you will be using the data findings. Then share this information out to your school(s) and key staff that will be encouraging participation. We provide tips on messaging [here](#).
- Create an Outreach and Communications Plan.** We make this easy by providing a variety of promotional materials to help promote to your school(s). [Download Speak Up promotional materials](#) here.
- Review School Information:** Login to your primary contact admin portal [here](#), to review your school(s) information under the option: "Update school contact information and passwords". Add, delete or edit school information to ensure each school has the correct information including display name and zip code.
- Determine how your participants will access the survey:** There are three ways to direct your participants to take the survey: General links, District Direct Links and School direct links. Learn more about these options [here](#).
- Set Up Speak Up Access Points on your Website.** Include information about Speak Up and link(s) to access the survey on a dedicated space on your website whether it be on your district/school landing home page or own page. For 1-to-1 schools, consider adding a Speak Up link to your students' devices for their access and for their parents.
- Keep Up to Date with Speak Up News:** Follow the [Speak Up blog](#) and sign up for our [Speak Up newsletter](#).

Launch and Encourage Participation of Speak Up

- Manage your Speak Up Collection Process:** Check your current participation numbers by [logging in to your Speak Up administrator page](#).
- Send Introduction emails:** Use our [sample emails](#) to encourage participation, be sure to use your "establish purpose" messaging to share why it is important for them to participate.
- Send Reminders:** Include tips and suggestions such as encouraging your teachers to use Speak Up as a class activity by using our [lesson plans](#) to help facilitate the process.
- View Online Preliminary Reports:** Speak Up preliminary results will be available for contacts to view online through the [admin portal](#). These results will be updated weekly on Saturday evenings. Reports are considered preliminary until the national release of validate reports in February.
- Utilize our [sample Speak Up tweets](#) by sharing them to your Twitter page or retweet our [@SpeakUpEd](#) tweets.
- Unsatisfied with your participation totals? Use our [sample emails](#) to spread the word to [parents](#) and [educators](#).

Review Data

- Collect and share your data.** Speak Up data results are available through the [admin portal](#) under the option: View district/School data results. Results are updated on a continual basis on Saturday evenings. Reports are considered preliminary until the national release of validated reports in February.
- Attend a Speak Up Workshop and Utilize Speak Up Data Analysis Resources:** Look out for Speak Up communications regarding upcoming workshops and release of data resources beginning in March.
- Share your Speak Up data** with your school(s) through our [PowerPoint presentation template](#) or by posting the data on your website.

Key Dates

- Keep an eye out for our Speak Up themed dates, Speak Up Day, National Speak Up Week, visit our [website](#) for updated dates.