

# Character Lab Student Thriving Index

Last Modified on 10/22/2022 9:46 am CDT

The Student Thriving Index is a tool for the formative assessment of student social, emotional, academic, and physical well-being. This survey was developed by Dr. Angela Duckworth, CEO of Character Labs with support from researchers in their research network and feedback from Character Lab school partners.

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Repeated participation in the Student Thriving Index allows schools and organizations to monitor student well-being topics such as sleep habits, social media use, and sense of belonging. School staff, district leaders, or organizational leaders can act on the results by identifying areas for improvement and sharing relevant resources to support their students. This input from educators and students helps to encourage student participation and create content aligned with their needs.

To learn more about the Character Labs and the research that went into creating the Student Thriving Index, see here:

- [Character Lab - About Character Lab](#)
- [Published Research - Students Attending School Remotely Suffer Socially, Emotionally, and Academically \(aera.net\)](#)
- [Additional Information - Study Finds “Thriving Gap” Between Students Who Attended High School Remotely Versus in Person \(aera.net\)](#)

## What Kinds of Questions Will Students Answer?

The Student Thriving Index asks students about their interests, habits, feelings, and beliefs. It is structured in three sections: How are you doing?; How is school going?; and A Day in Your Life. The survey gauges student well being across four categories: social thriving, emotional thriving, academic thriving, and physical thriving.

Currently, this survey is only offered in English and Spanish.

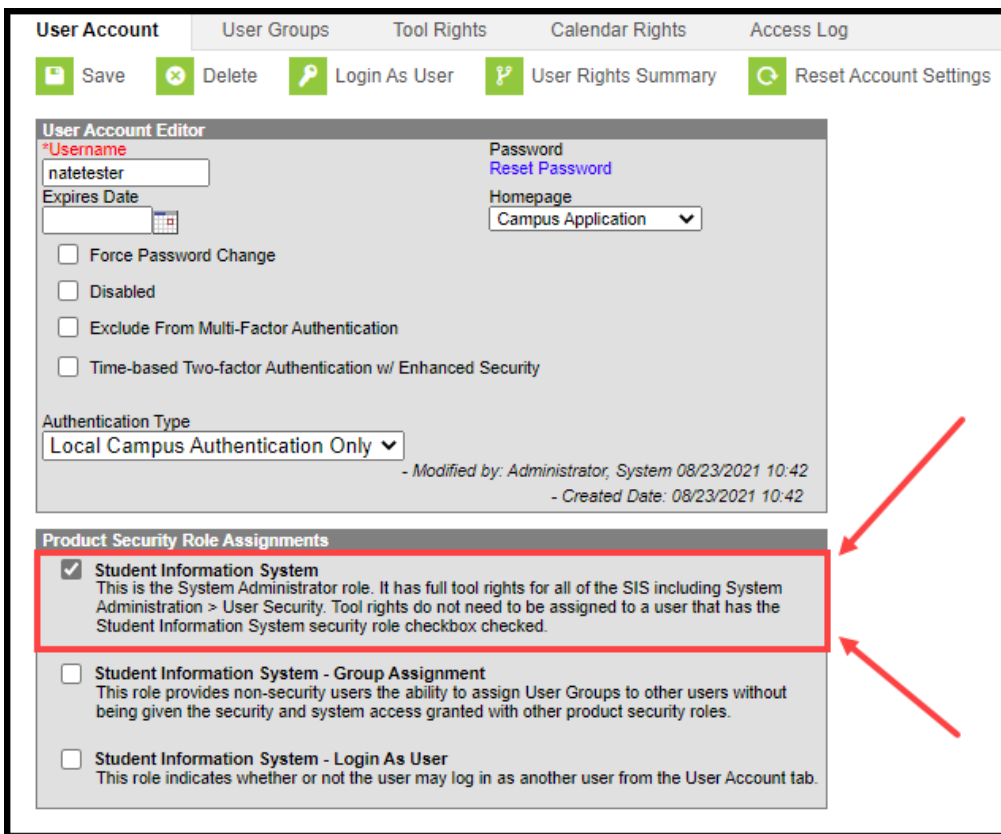
## How Has Student Thriving Index Data

# Been Used?

Character Lab school partners have reported sharing and reviewing Student Thriving Index data to foster discussion about what the data means for their specific school. Some school partners use it to develop lesson plans and curricula or post-planning at the end of the school year. Other school partners reported using the snapshot in discussion with their students and parents during conferences.

# Prerequisites

In order to access the Student Thriving Index Survey within the Survey Designer, you must be assigned a **Student Information System** product security role (System Administration > User Security > Users > User Account).



# Sending the Survey to Students

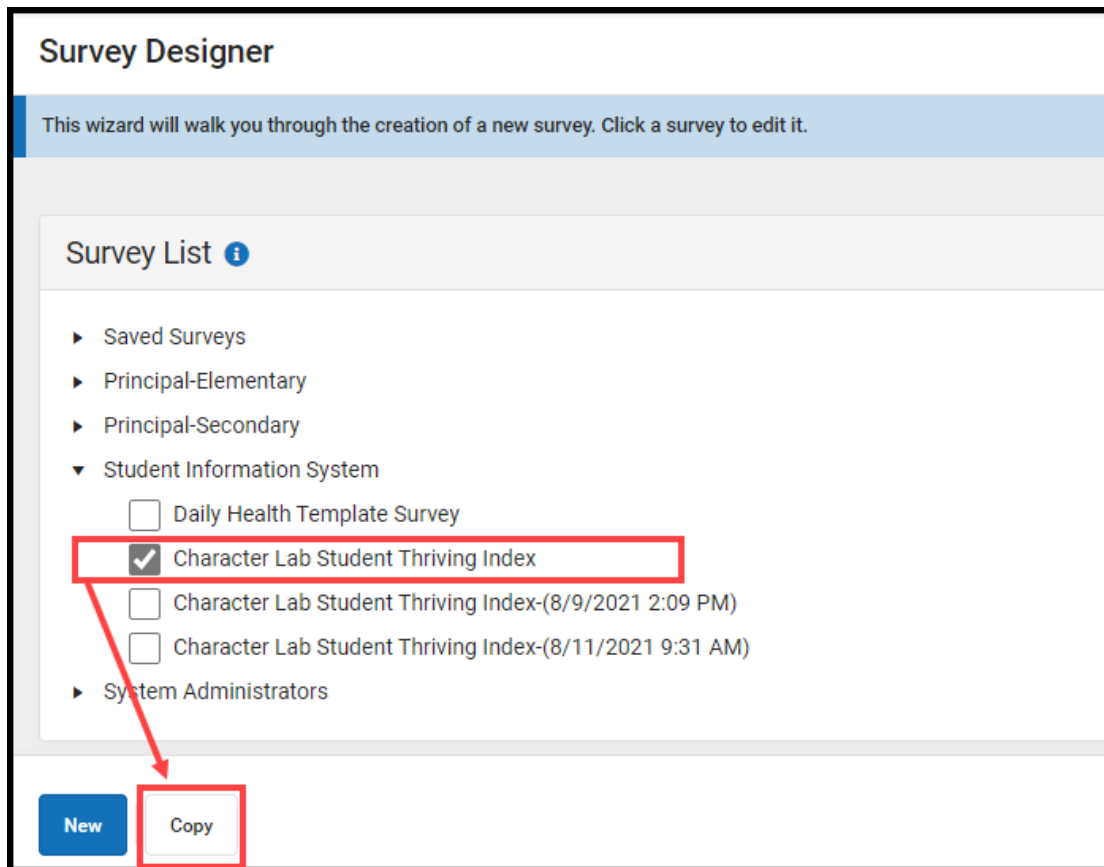
**Classic View:** Surveys > Survey Designer

**Search Terms:** Survey Designer

This section will walk you through the steps necessary to send the Student Thriving Index survey to students.

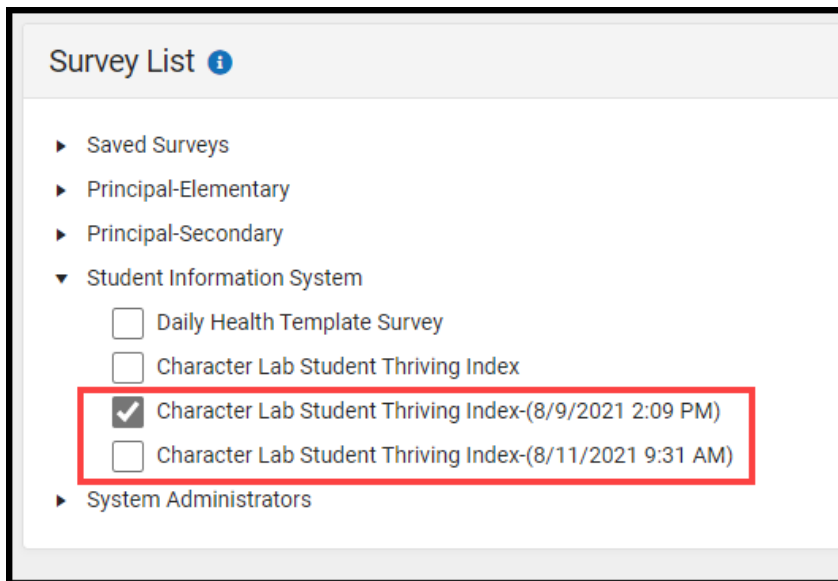
## Step 1. Make a Copy of the Survey

The first step is to make a copy of the survey by marking the checkbox next to **Character Lab Student Thriving Index** and clicking the **Copy** button.



Once selected, your copy will appear below with the survey name indicating the time stamp of when clicked the **Copy** button.

Making copies allows you to do a comparison between snapshots and make determinations on areas in need of improvement.



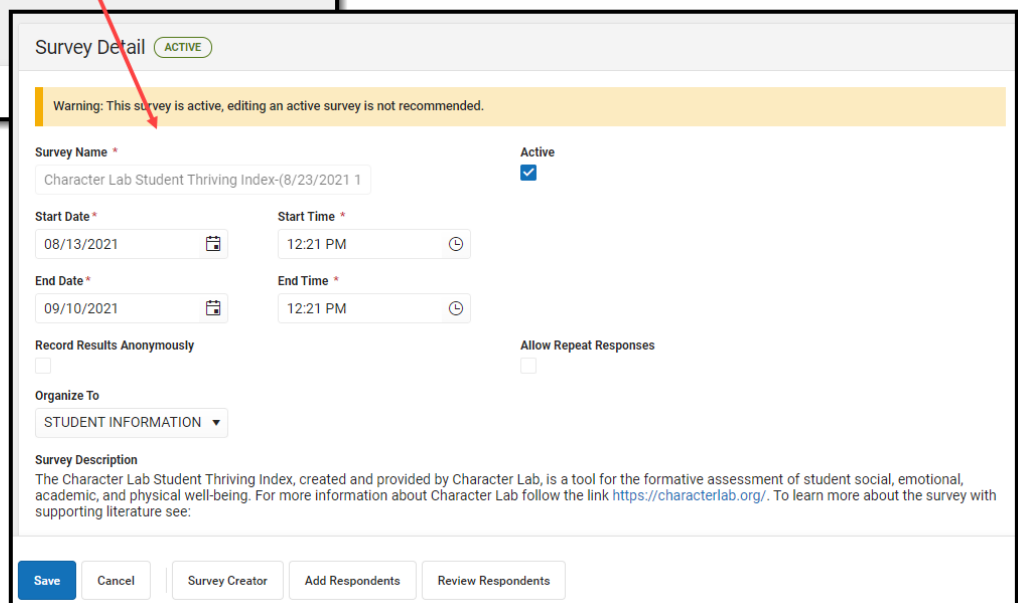
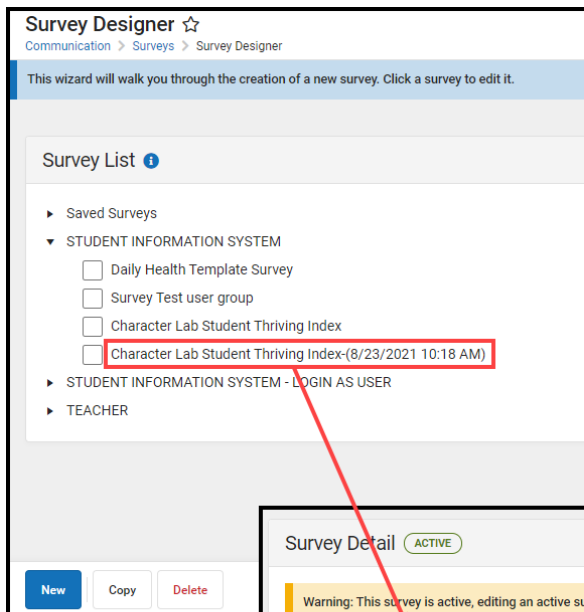
This step is important because it allows you to create a snapshot of data without this data being overwritten once the Character Lab Student Thriving Index is sent out again in the future.

If you do not make a copy, each time you send out the Character Lab Student Thriving Index the previous data will be replaced with current data.

## Step 2. Enter Survey Details

Click on ***Character Lab Student Thriving Index*** or a copy of the survey (as discussed in Step 1) in the Survey List. A **Survey Detail** editor displays.

The survey name and questions within cannot be changed to preserve the psychometric properties and stress-tested validation of the survey instrument to ensure data consistency.



See the table below for information on these fields.

1. Determine if the Survey is **Active**.
2. Enter the **Start Date/Time**.
3. Enter the **End Date/Time**.
4. Mark the **Record Results Anonymously**, if desired.
5. Mark the **Allow Repeat Responses**, if desired.
6. In the **Organize To** dropdown field, select which user group has access to this survey template.
7. Click the **Save** icon when finished. The Survey Detail will be saved. Move on to [Step 2](#).

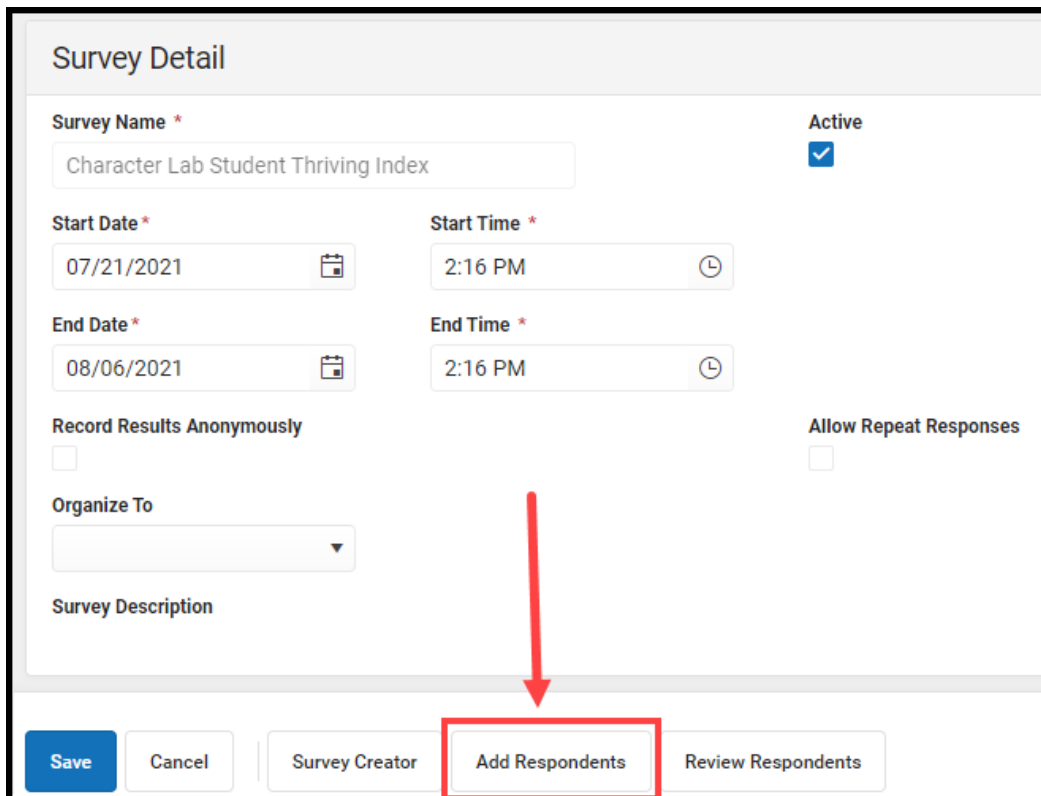
The table below describes each Survey Detail field:

Field	Description
<b>Survey Name</b>	This is preset to Character Lab Student Thriving Index and cannot be modified.

Field	Description
<b>Active</b>	<p>When marked, the survey is active. Respondents may access, complete and return the survey.</p> <p>If this checkbox is not marked, the survey is not active and respondents are not able to respond to the survey.</p>
<b>Start Date/Time</b> <i>Required</i>	<p>The day and time the survey is available for respondents.</p> <p>Dates are entered in <i>mmddyy</i> format or can be entered using the calendar icon to select a date. Time is entered in HH:MM AM/PM format or in HH:MM Military format.</p>
<b>End Date/Time</b> <i>Required</i>	<p>The day and time the survey is no longer available for respondents.</p> <p>Dates are entered in <i>mmddyy</i> format or can be entered using the calendar icon to select a date. Time is entered in HH:MM AM/PM format or in HH:MM Military format.</p>
<b>Record Results Anonymously</b>	<p>When marked, surveys will be submitted anonymously, without any identifying respondent information (personID). Respondents are alerted when surveys are recording anonymous results.</p> <p>The option to <b>Allow Repeat Responses</b> is not available as no identifying person information is retained after the survey is completed.</p> <p>If this checkbox is not marked, the respondent's personID is recorded with results. And, <b>Allow Repeat Responses</b> can be marked.</p>
<b>Allow Repeat Responses</b>	<p>When marked, the survey allows respondents to submit more than one response, should they decide to repeat the survey. Reports and extracts will display only the most recent submission.</p> <p>This option is not available if the Record Results Anonymously checkbox is marked, as no identifying personal information is retained after the survey is completed.</p> <p>A message indicating the survey can be taken multiple times displays at the top of the survey when this option is marked. Answers to previously answered questions are NOT overwritten.</p> <p>If this option is not marked, the respondent can only take the survey one time.</p>
<b>Organize To</b>	<p>The user account/user group(s) to which the survey is assigned. If a survey should only be accessible to the main survey staff member(s) and the district administration, this field should be set to User Account.</p> <p>Options in this dropdown list include any group to which the current user belongs.</p>

### Step 3. Add Respondents

Now that Survey Details have been entered, it is time to send it to students. To add survey respondents, click the **Add Respondents** button (see image below).



The screenshot shows the 'Survey Detail' form with the following fields and controls:

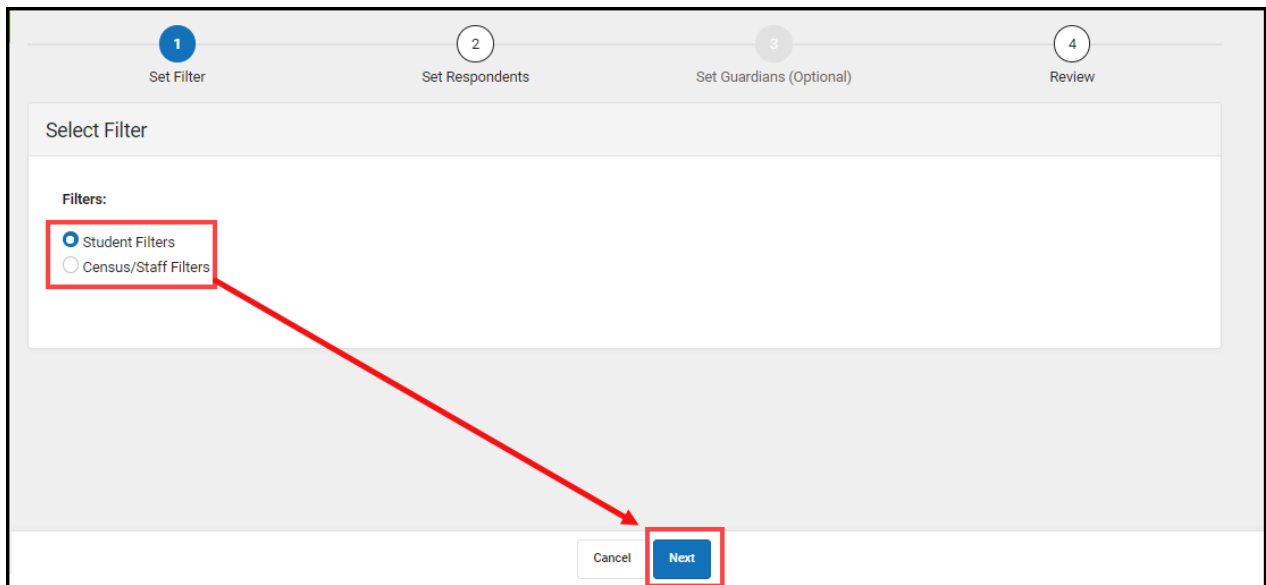
- Survey Name \***: Text input field containing 'Character Lab Student Thriving Index'.
- Active**: Checkmark control, currently checked.
- Start Date \***: Date picker showing '07/21/2021'.
- Start Time \***: Time picker showing '2:16 PM'.
- End Date \***: Date picker showing '08/06/2021'.
- End Time \***: Time picker showing '2:16 PM'.
- Record Results Anonymously**: Unchecked checkbox.
- Allow Repeat Responses**: Unchecked checkbox.
- Organize To**: Dropdown menu.
- Survey Description**: Text area.

At the bottom of the form, there are five buttons: 'Save', 'Cancel', 'Survey Creator', 'Add Respondents', and 'Review Respondents'. The 'Add Respondents' button is highlighted with a red rectangular box, and a red arrow points down to it from the 'Organize To' dropdown area.


The Select Filter editor appears, asking if the respondent list will be comprised from a student or census/staff Ad Hoc filter.

Select **Student Filters** and then click **Next**.

Ad hoc filters are created within the Filter Designer tool. For a guide on how to create filters, see the [Filter Designer](#) article.



The Add Respondents editor will appear, displaying a list of existing Ad Hoc filters in the Saved Filters window.

1. Select which filter(s) should be used to determine the respondent list by selecting the filter in the Saved Filters window and clicking the  button. The filter will now appear in the Selected Filters window.
2. Select the **Operation**:
  - Union - All respondents in all filters selected (depending on the invite value) will receive the survey.
  - Intersection - Only students who appear on all selected filters will receive the survey.
3. To limit respondents to only those who have a user account within Infinite Campus, mark the **Only add respondents with user accounts** checkbox. Surveys are accessed via the Portal and in order to have Portal access you must have a user account.
4. Mark the **Let guardians take the survey on behalf of the students** checkbox if you would like to allow student legal guardians to take the survey on behalf of a student. See the section below for more information about this process.
5. Click **Next**.



1 Set Filter
2 Set Respondents
 3 Set Guardians (Optional)
4 Review

### Add Respondents

**Invite:**

Students  
 Student Guardians  
 Student Portal Contacts

**Saved Filters (select 1 or more)**

- Zip Code Count Not 952
- 09th Gr. A-J Term 1 UNX > 3
- 09th Gr. K-Z Term 1 UNX > 3
- 10th Gr. Term 1 UNX > 3
- 10th Grade Students
- 10th grade SPED students
- 11th Gr. Term 1 UNX > 3
- 12 SPED End Status
- 12th Gr. Behavior Demerits

**Selected Filters**

English Learners

▶
◀
▶▶
◀◀

**Set Operation:**

Union

Only add respondents with user accounts:

Let guardians take the survey on behalf of students:

Previous
Cancel
Next

If the **Let guardians take the survey on behalf of students** checkbox is marked and you select **Next**, the Add Guardians editor will appear (see image below). Here, you can designate student by student which legal guardian is allowed to take the survey on behalf of the student.

Once guardians are selected, click **Next**.

1 Set Filter
2 Set Respondents
3 Set Guardians (Optional)
 4 Review

### Add Guardians

Editing the recipient list of an active survey already sent is not recommended.

Count	Students	Guardians
	<input type="text"/>	
1	<input type="text" value="Robert"/>	<input type="text"/>
2	<input type="text" value="Coral"/>	<input type="text" value="Zachary (Father)"/>
3	<input type="text" value="Daniel"/>	<input type="text"/>
4	<input type="text" value="Derek"/>	<input type="text"/>
5	<input type="text" value="Veda"/>	<input type="text" value="Sandra (Mother)"/>
6	<input type="text" value="James"/>	<input type="text" value="All"/>
7	<input type="text" value="Niah"/>	<input type="text"/>
8	<input type="text" value="Octavio"/>	<input type="text"/>
9	<input type="text" value="Abigail"/>	<input type="text"/>
10	<input type="text" value="Micara"/>	<input type="text"/>
11	<input type="text" value="Andrew"/>	<input type="text"/>
12	<input type="text" value="Kash"/>	<input type="text"/>
13	<input type="text" value="Eli"/>	<input type="text"/>
14	<input type="text" value="Kayden"/>	<input type="text" value="All"/>

Previous
Cancel
Next

The Review Added Respondents editor appears, detailing now many respondents were selected, how many of them had a user account, how many did not have a user account, how many have already completed the survey, how many have yet to complete the survey, and a detailed breakdown of all people who received the survey.

If you have reviewed this information and feel the survey is ready to be sent out, click **Finish**. The survey has now been sent out to all respondents with a user account.

1 Set Filter
2 Set Respondents
3 Set Guardians (Optional)
4 Review

### Review Added Respondents

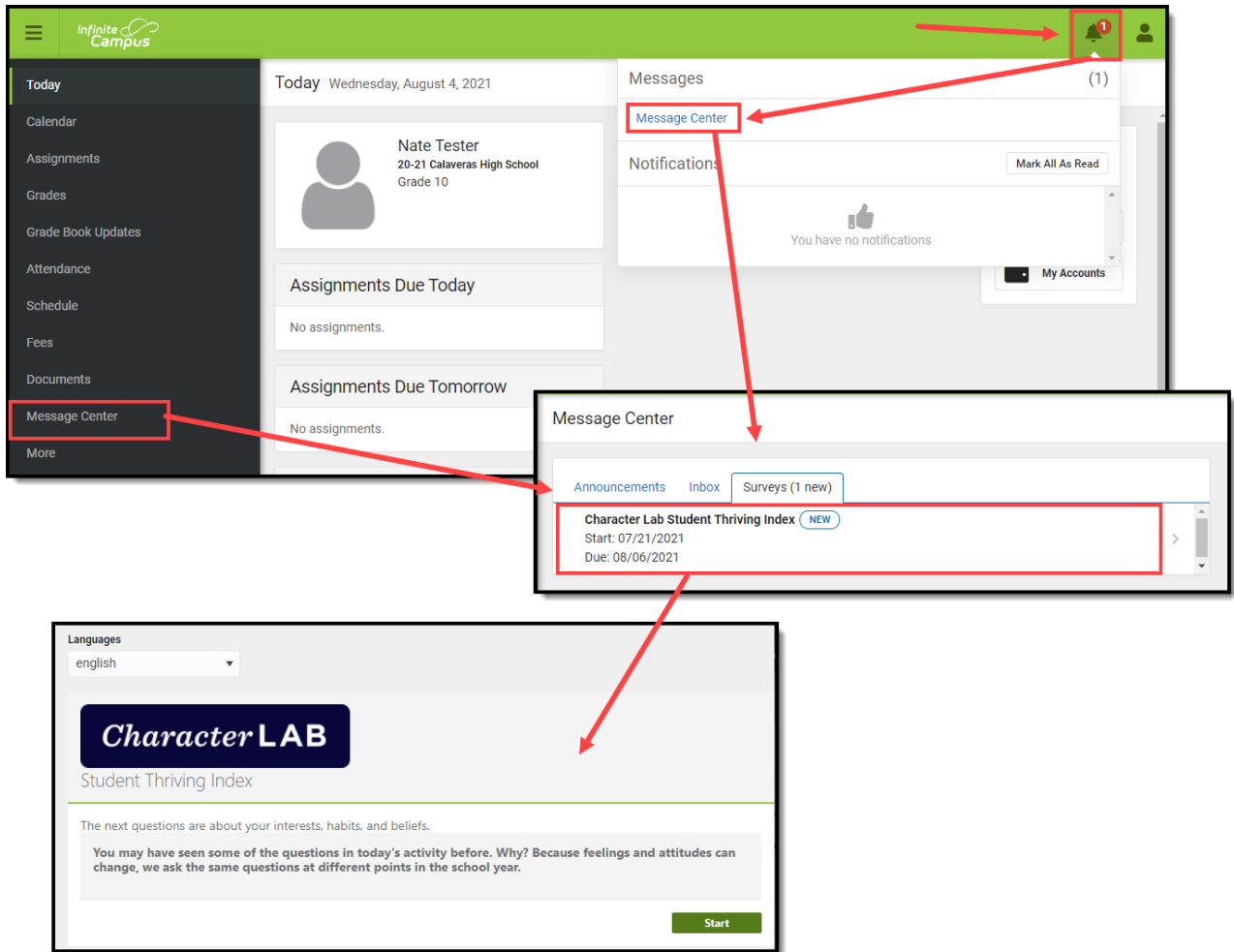
Editing the recipient list of an active survey already sent is not recommended.

**Eric's Survey**  
 Respondents Selected: **105**  
 Respondents With User Account: **105**  
 Respondents Without User Account: **0**  
 Respondents Completed Survey: **0**  
 Respondents Not Completed Survey: **105**

Count	Respondent Name	Selected <span style="font-size: small;">1</span>	Survey Completed	With UserAccount <span style="font-size: small;">1</span>
	<input type="text" value=""/> <span style="float: right;">▼</span>		(All) ▼	(All) ▼
1	Abraham	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2	Veda	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3	Vanessa	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4	Ruben	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5	Agustin	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6	Carina	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7	Aliyah	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
8	Victor	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
9	Enrique	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
10	Mateo	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Previous Cancel Finish

Respondents will receive a message about the survey in the Message Center under the Survey tab. From here, they can click on the survey and begin filling it out.



## Review Respondents

To review how many students have or have not responded to the survey, select Student Thriving Index in the Survey Designer and click the **Review Respondents** button (see below).

**Survey Detail**

Survey Name \*  Active

Start Date \*  Start Time \*

End Date \*  End Time \*

Record Results Anonymously  Allow Repeat Responses

Organize To

Survey Description

[Save](#) [Cancel](#) [Survey Creator](#) [Add Respondents](#) [Review Respondents](#)

**Character Lab Student Thriving Index**  
 Respondents Selected: 73  
 Respondents With User Account: 73  
 Respondents Without User Account: 0  
 Respondents Completed Survey: 21  
 Respondents Not Completed Survey: 52

Count	Respondent Name <sup>i</sup>	Selected <sup>i</sup>	Survey Completed	With UserAccount <sup>i</sup>
	<input type="text"/>		(All) <sup>v</sup>	(All) <sup>v</sup>
1	Reese	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2	Christina	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
3	Morgan	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
4	Brandon	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
5	Amber	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
6	James	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7	Cameron	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
8	Carson	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

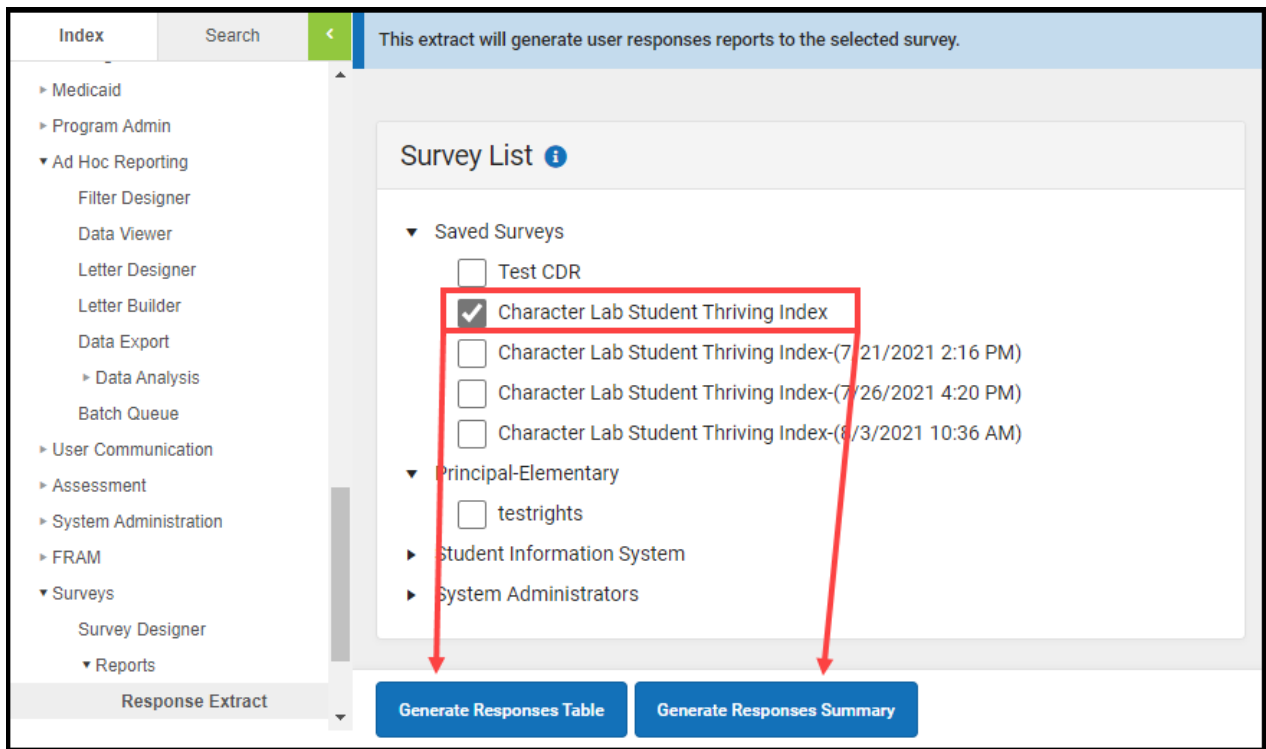
[Finish](#)

# Report and View Survey Responses

**Classic View:** Surveys > Reports > Response Extract

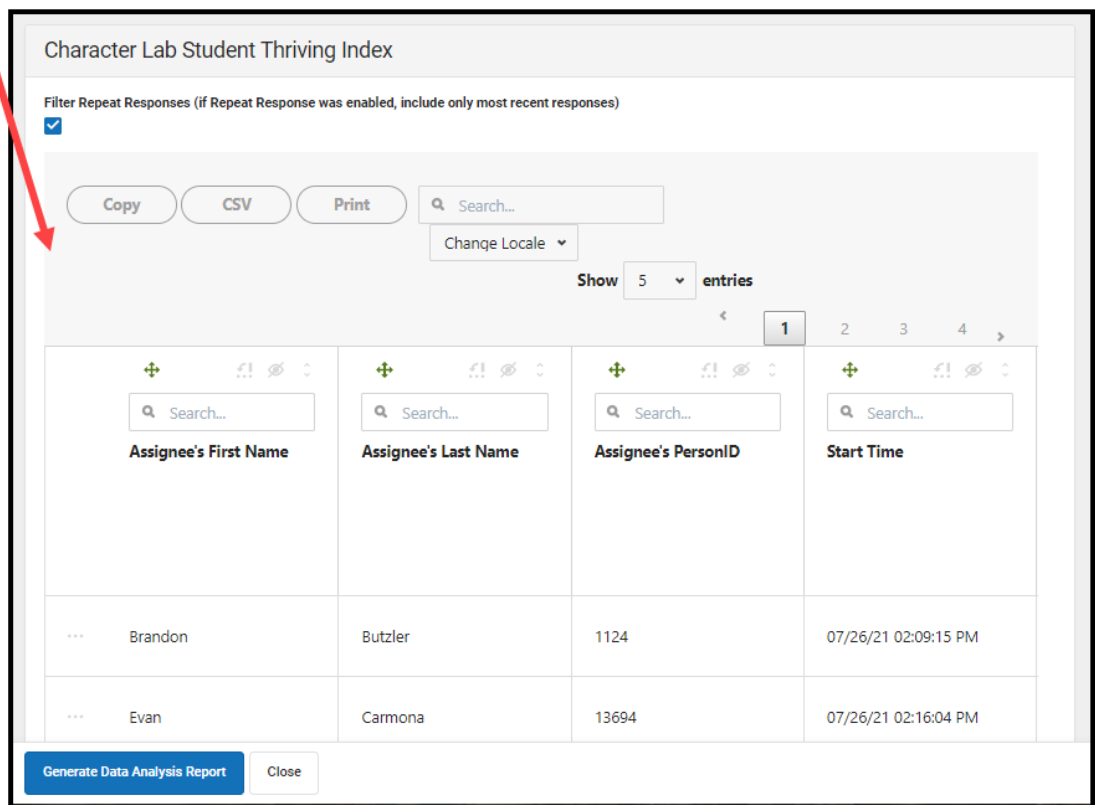
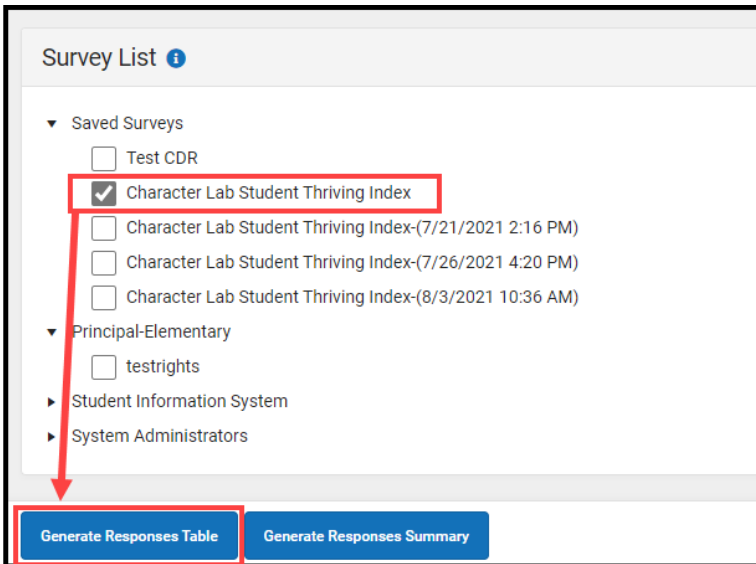
**Search Terms:** Response Extract

Once all respondents have completed the survey, the survey active window has closed, or you would like to see what answers you have received so far, navigate to the Response Extract.




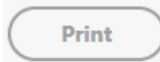
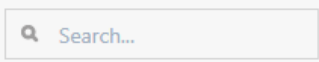




## Generate Survey Responses in a Table

To view survey responses, mark the checkbox next to Character Lab Student Thriving Index and click the **Generate Responses Table** button. The selected survey's responses will appear in a new table editor.



Using this editor, you can copy the data, download the data into a CSV, print the data, and search/filter the data using various features. The table below describes each available option.

Feature	Description
<b>Filter Repeat Responses</b>	If Repeat Responses is enabled for the survey, marking this checkbox will filter responses to only the most recent.
<b>Copy</b>	Copies all data onto your computer's clipboard.

Feature	Description
<b>CSV</b> 	Generates a CSV file containing extract information.
<b>Print</b> 	Allows you to print the extract or save the extract as a PDF.
<b>Search</b> 	Allows you to filter data based on search criteria.
<b>Move Column</b> 	Allows you to drag and move a column to a different position in the data table.
<b>Move Column to be First Column</b> 	Clicking this button moves the column to be the first column displayed in the data table.
<b>Hide Column</b> 	Clicking this button will hide the column from the data table.
<b>Sort Column</b> 	Clicking this icon will sort the columns data in ascending or descending order (if selected a second time).

## Generate a Responses Summary

To view a summary of survey responses, mark the checkbox next to Character Lab Student Thriving Index and click the **Generate Responses Summary** button.

Survey responses will appear in a summary with each question and corresponding answers displayed in a format best suited for each question type:

- Select-type questions display as charts (bar, pie, doughnut, line)
- Range-type questions display as a gauge
- Text questions display as word clouds or a table

To modify the format of a question's responses, select a value in the dropdown lists found under each question.



### Survey List i

- ▼ Saved Surveys
  - Test CDR
  - Character Lab Student Thriving Index**
  - Character Lab Student Thriving Index-(7/21/2021 2:16 PM)
  - Character Lab Student Thriving Index-(7/26/2021 4:20 PM)
  - Character Lab Student Thriving Index-(8/3/2021 10:36 AM)
- ▼ Principal-Elementary
  - testrights
- ▶ Student Information System
- ▶ System Administrators

Generate Responses Table
**Generate Responses Summary**

