Surveys of Enacted Curriculum (SEC) Project

ON-LINE SURVEY REGISTRATION PROCEDURES

Go to: **www.seconline.org**

1. Click on the "Registrar" button along the top of the page.

2. Click on the drop down menu in the "Not Registered?" box on the right side of the screen to select your state. Click on the "Register" button to continue.

3. Please review the User Information Agreement and click on the checkbox at the bottom of the screen, if you agree. Click on "Continue."

4. Review the state name on the screen to make sure you have selected the correct state. If the wrong state was selected, click on the "Go Back" button. Otherwise, complete the fields on the registration page (name, region: **select the appropriate region** , district: **select the appropriate district**, school: **select the appropriate school**). Click on the "Submit" button.

5. Review the information on the screen to make sure you have entered everything correctly. If you need to make adjustments, click on the "Go Back" button at the bottom of the screen.

6. Create a username and a password in the fields provided. Be sure to write down your username and password for future reference. You will need this information to log back onto the site. Enter an email address that you have access to or use on a regular basis. This is only used when you need access to your username and password in the future. Click on "Continue."

7. The next page confirms your username and email address. Click on "Continue."

8. This should take you to the SEC Survey page. To begin entering data into a survey, click on "Start this Survey."

9. Please review the notes. Click on "Continue."

10. Clicking on "Submit" will cycle you through the survey sections checked on the menu screen. The system will keep track of which sections you complete, and you may do as few or as many sections at one sitting as you like.

11. To log off, simply close your browser. When you log back onto the site any completed sections will be shown in green text on the menu screen.

Once all sections have been completed, you will be able to review your results and your group's results on-line.

For further information, or if you experience difficulties, contact the SEC Helpdesk at mecgroup@education.wisc.edu.