1. Login through our website at www.cognia.org. Click on Login at the top righthand side of the page. This will take you to the myJourney login page.
2. On the myJourney login page, enter your email address and password. If you forgot your password, choose the **Request Password**.

3. Once logged in to myJourney you will see a landing page with multiple tools. Scroll down to the green section entitled **Administrations.** If survey data is present, you will see results in **Surveys Taken**, if not there will be two identical tabs. Click on **Go to surveys**.
4. If you only have access to one institution, choose your institution. If you have access to multiple institutions, select your institution in the dropdown menu. Scroll down to eProve surveys; select **Go to surveys**.

5. Open the **hamburger menu** (3 small horizontal lines) in the top left corner.
6. Select **Content Library**.

7. Select the Alabama Department of Education tab to see custom content from the state.

Locate the Alabama Technology Educator Survey – 2020 or the Alabama Technology Administrator Survey – 2020 in the list and select the 3 vertical dots (ellipses) under **Actions** and select **Create Survey**.

*Note: only districts need to complete these actions for the Technology Plan Survey.*
8. As an administrator of the surveys program, you can edit the **Survey Name** but not the **Custom Content** name.

9. Copy the link from the **Distribution and Responses** field. The link can be provided to anyone to complete the survey.

   *Note: Response goal and Require a code to take the survey is optional. It is recommended that these are left alone.*
10. Select **Open Survey** when ready to administer the survey. This action will allow users to take the survey as long as it is open.

11. Monitor the status of your survey administration by selecting the **Generate New Report** or **Download CSV** file from the action menu (3 vertical dots) shown below.
12. Once a report is generated, you may monitor the survey status by clicking on the 3 vertical dots (ellipses) to the right of the selected institution. Select **View Summary Data** or **View Report**.

13. If **View Summary Data** is selected in the action menu, the report summary will load in a new window as seen below.
14. If View Report is selected in the action menu. The report will open within the window. You may view the institutions and the number of participants. The overall score, the number of respondents and a summary of the items will be provided. Here, you may export the summary as a .pdf and .csv file by clicking on the PDF Export or CSV Export buttons on the top of the screen.

15. When you are ready to close the survey, open the hamburger menu in the top left corner and select Surveys from the menu options; locate the correct survey in the dashboard; select the 3 vertical dots (ellipses), under Action menu and select Edit.
16. Select **Close Survey** when the administration is complete. This will disable the survey link. Additional survey results will not be collected.

17. Once a report is generated, you can access the survey responses and download a final report by selecting **Generate New Report** or **download CSV** file. The report may be named and saved. A system level administrator may filter for systems results and schools.
18. To see the entire system responses, use the white left facing arrow in the top left corner to return to the Surveys dashboard. Ensure the system name is visible by opening the hamburger menu in the top left corner. If the system is not the institution visible, hover over and click on the current institution name. Search using the search box or locate the system in the dropdown window. Locate the correct survey in the dashboard. Select the 3 vertical dots (ellipses) under Action menu and select View Summary Data.

19. Once a report is generated, you can access the survey responses and download a final report by selecting Generate New Report or Download CSV file. The report may be named and saved. A system level administrator may filter for systems results and schools.
20. To see individual school responses, hover over and click on the current institution name; search using the search box or locate the institution in the dropdown window. Locate the correct survey in the dashboard; select the 3 vertical dots (ellipses) under Action menu and select View Summary Data or View Report.