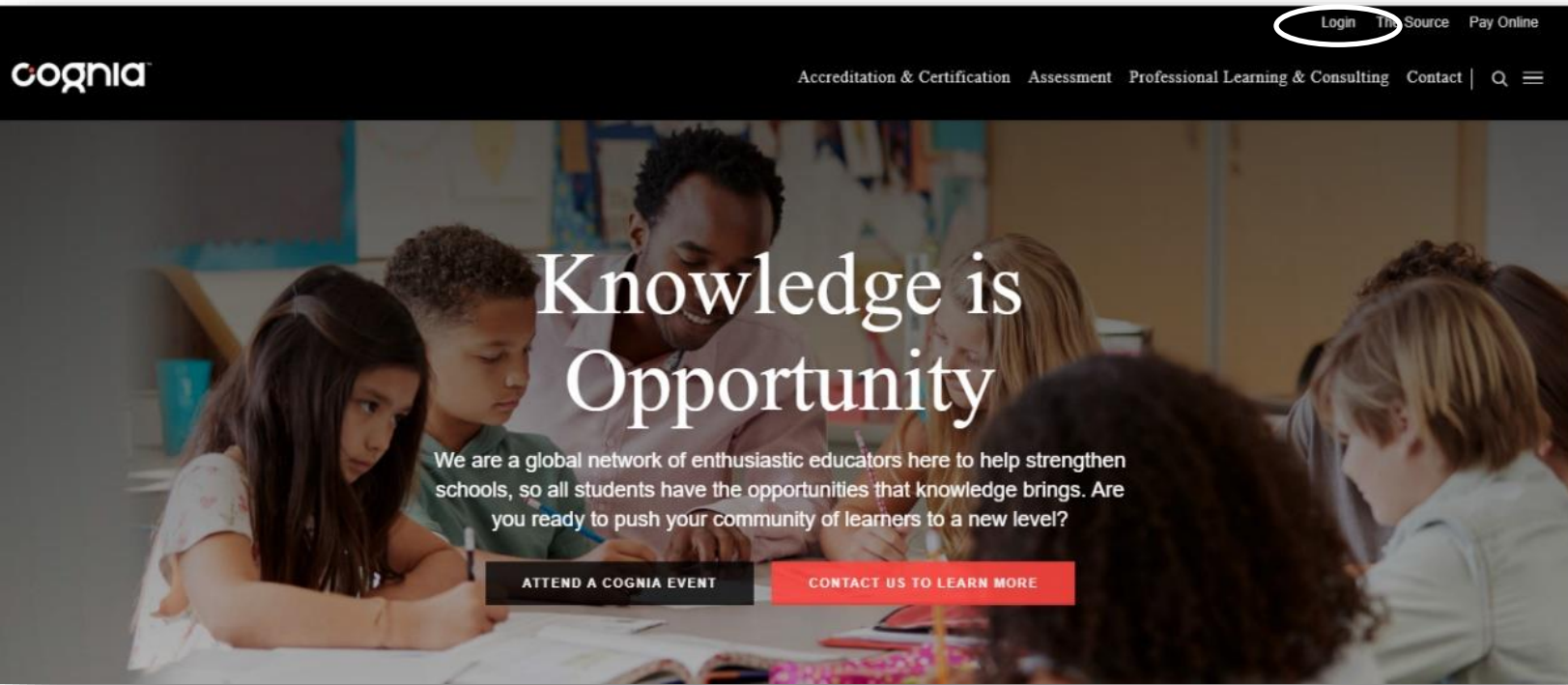
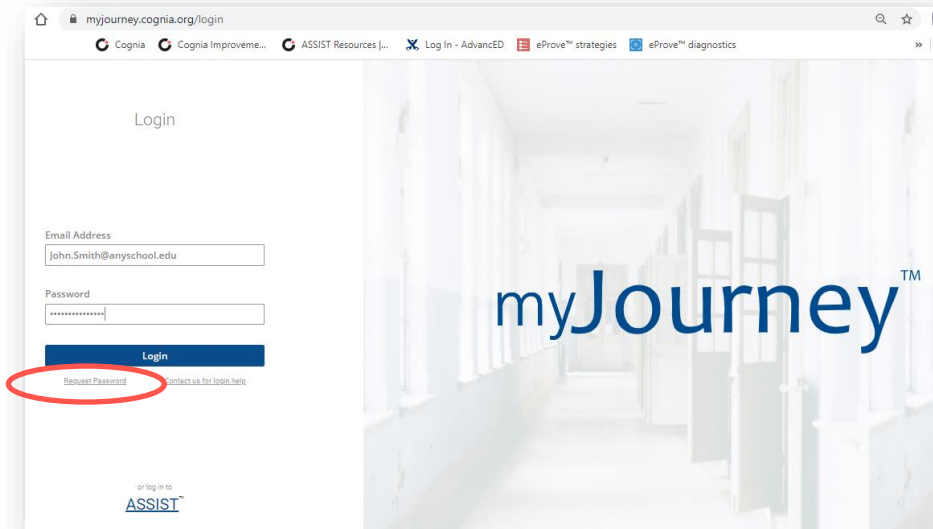


1. Login through our website at www.cognia.org. Click on **Login** at the top righthand side of the page. This will take you to the myJourney login page.



- On the myJourney login page, enter your email address and password. If you forgot your password, choose the **Request Password**.



- 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**.

Administrations

	Administrations Completed	Administrations In Progress
Climate & Culture Surveys	3	1
Student Engagement Surveys	0	0
Inventories	0	0
Perception Surveys	7	0
Evaluation Surveys	0	0
Other	6	2
Total:	16	3

Surveys Taken

Bar chart showing survey counts for various categories:

- Climate & Culture Surveys: 0
- Student Engagement Surveys: 0
- Inventories: 0
- Perception Surveys: 10.2K
- Evaluation Surveys: 6.8K
- Other: 0

Administrations

Go to surveys

- 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**.

Administrations Surveys

All (17) 30 Days (0) School Comparison (17) Download

	Administrations Completed	Administrations In Progress
Climate & Culture Surveys	3	1
Student Engagement Surveys	0	0
Inventories	0	0
Perception Surveys	7	0
Evaluation Surveys	0	0
Other	6	0
Total:	16	1

Surveys Taken Reporting

All (16306) 30 Days (0) School Comparison (16306) Download

Go to surveys

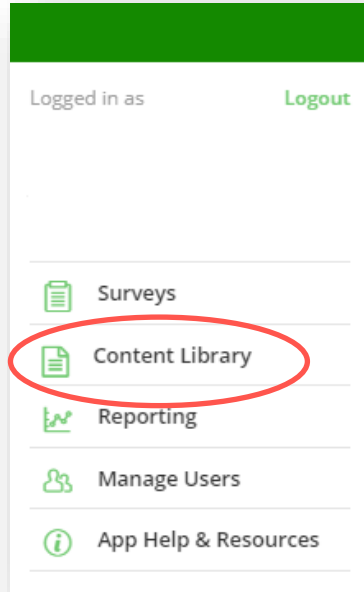
- Open the **hamburger menu** (3 small horizontal lines) in the top left corner.

You have 1 Draft survey

Surveys 16 surveys

Name
Custom_100319 Custom_100319
2019 Staff Survey-J Staff Survey for Sch
2019 Student Surve

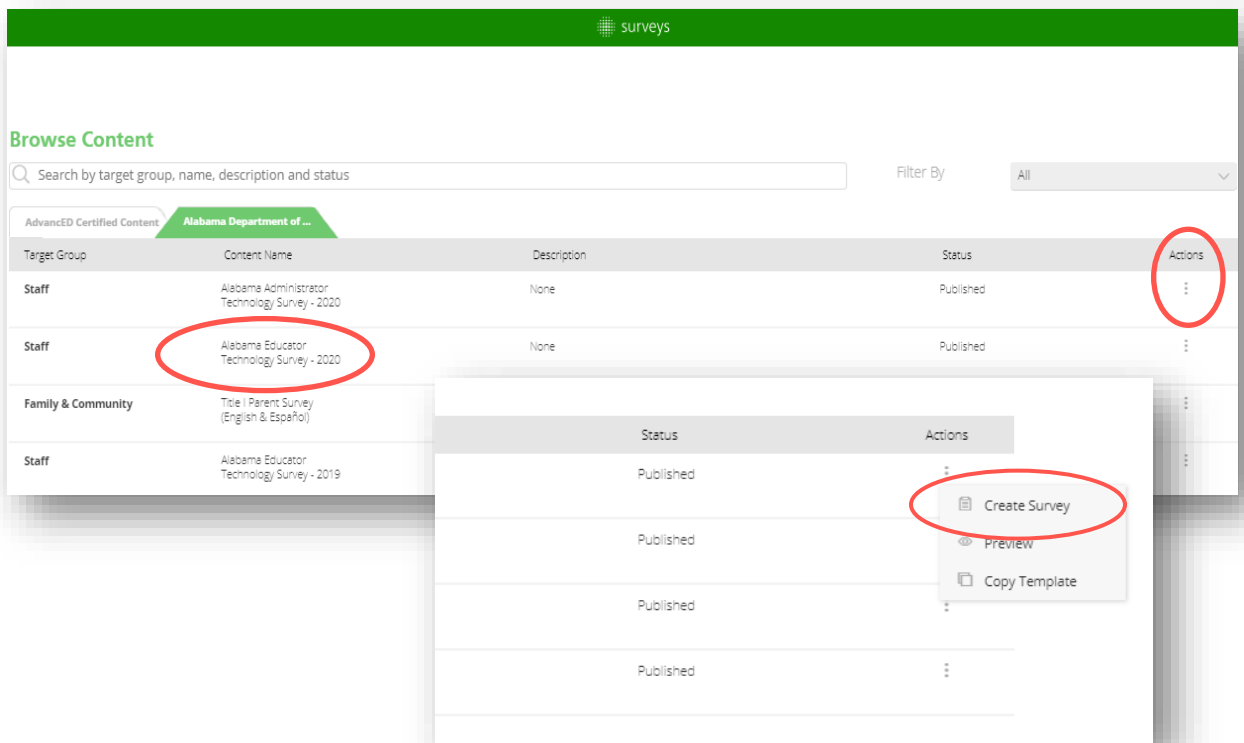
6. Select **Content Library**.



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.

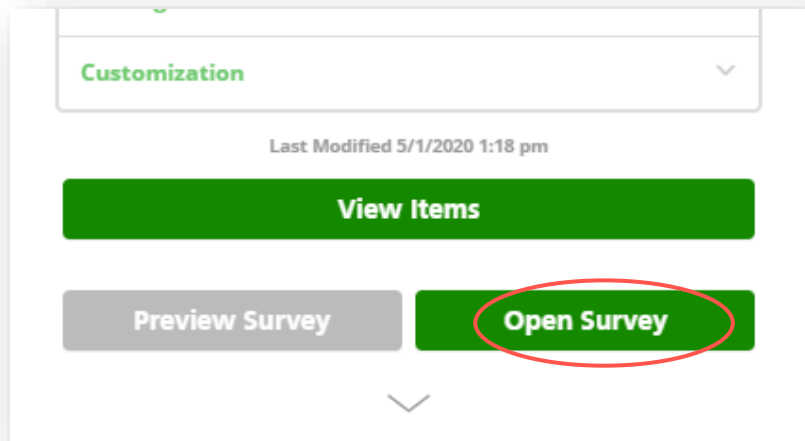
The screenshot shows a survey configuration page. At the top right, it says "Status: Draft". Below this, there are two input fields. The first is labeled "Survey Name*" and contains the text "Any Alabama Administrator Technology Survey - 2020_050120". The second is labeled "Custom Content" and contains "Alabama Administrator Technology Survey - 2020". Both fields are circled in red. Below these fields are four expandable sections: "Distribution & Responses", "Languages", "Sharing", and "Customization". At the bottom of the configuration area, it says "Last Modified 5/1/2020 12:58 am". Below this are three buttons: "View Items" (green), "Preview Survey" (grey), and "Open Survey" (green).

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

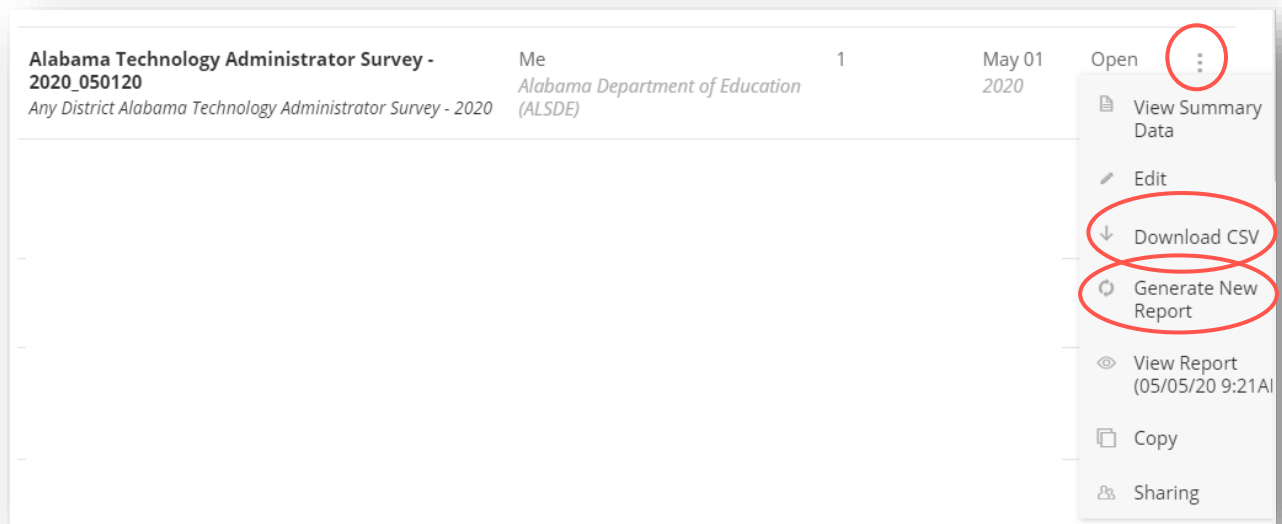
*Note: **Response goal** and **Require a code to take the survey** is optional. It is recommended that these are left alone.*

The screenshot shows the "Distribution & Responses" section of the survey configuration page. It displays a text input field with the URL "https://eprovesurveys.advanc-ed.org/surveys/#/action/1". Below this is a "Response Goal" field with the placeholder text "Enter target #", which is circled in red. There is also a checkbox labeled "Require a code to take this survey" which is currently unchecked. At the bottom of this section, there is a "Manage Codes" button and a display of "0 Codes".

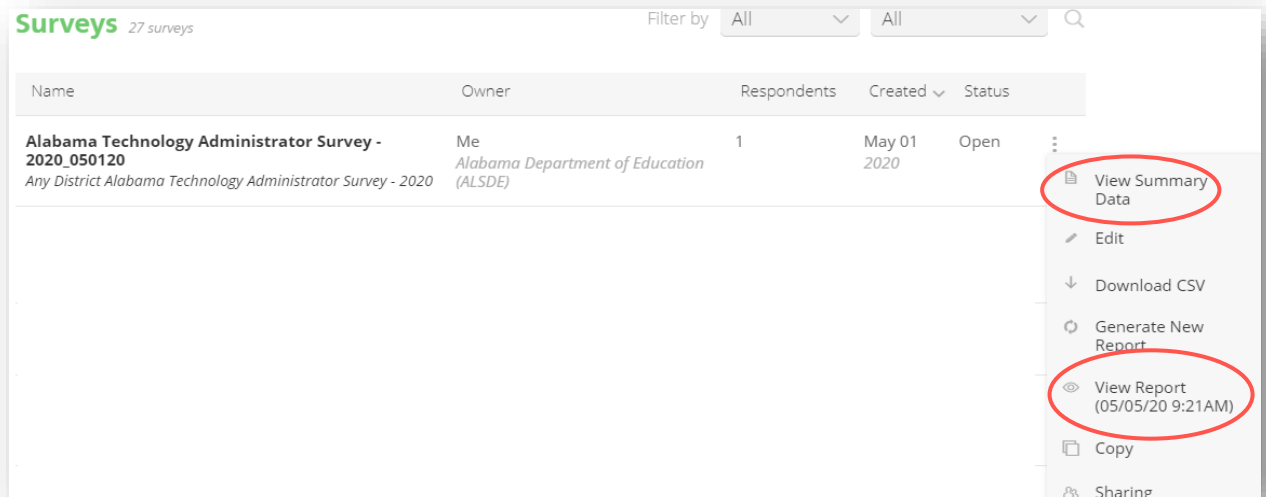
10. Select **Open Survey** when ready to administer the survey. This action will allow users to take the survey as long as it is open.



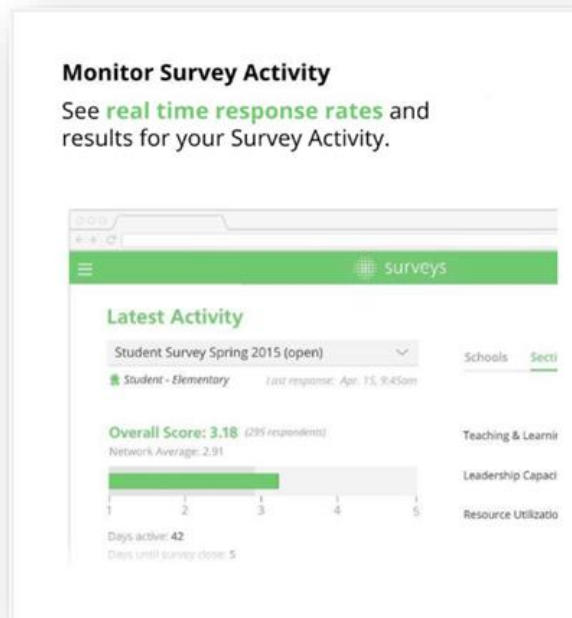
11. Monitor the status of your survey administration by selecting the **Generate New Report** or **Download CSV** file from the action menu (3 vertical dots) shown below.



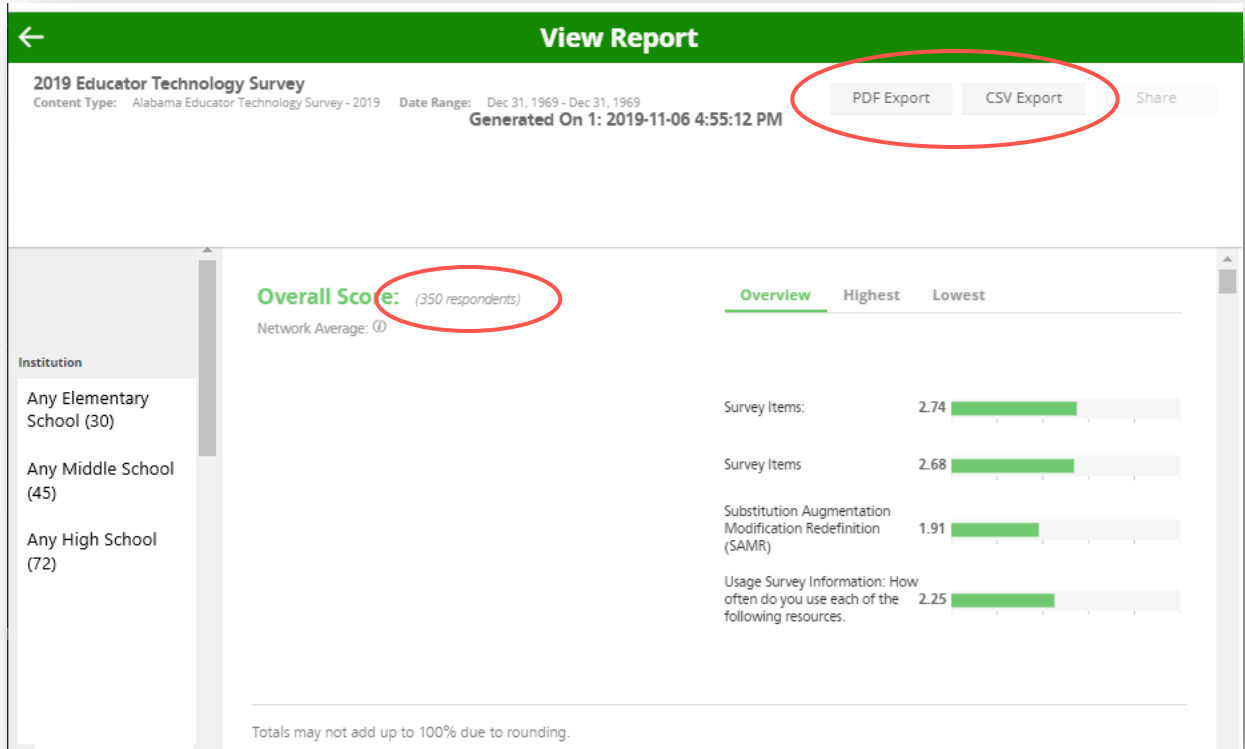
12. Once a report is generated, you may monitor the survey status by clicking on the 3 vertical dots (ellipses) to the right of the selected institution. Select **View Summary Data** or **View Report**.



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.



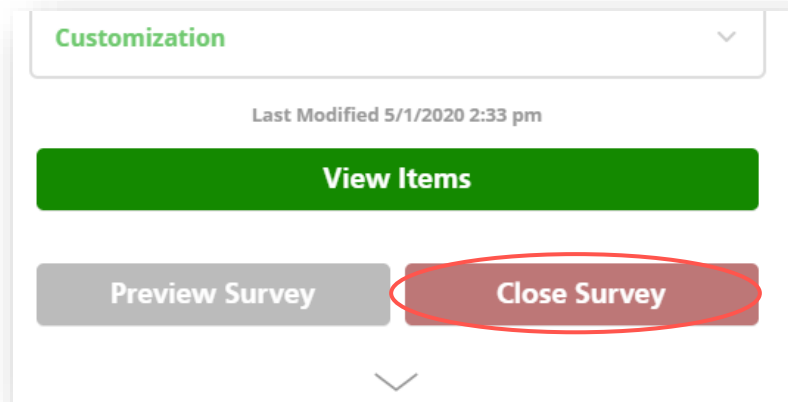
15. When you are ready to close the survey, open the hamburger menu in the top left corner and select **Surveys** from the menu options; locate the correct survey in the dashboard; select the 3 vertical dots (ellipses), under **Action** menu and select **Edit**.

Surveys 27 surveys

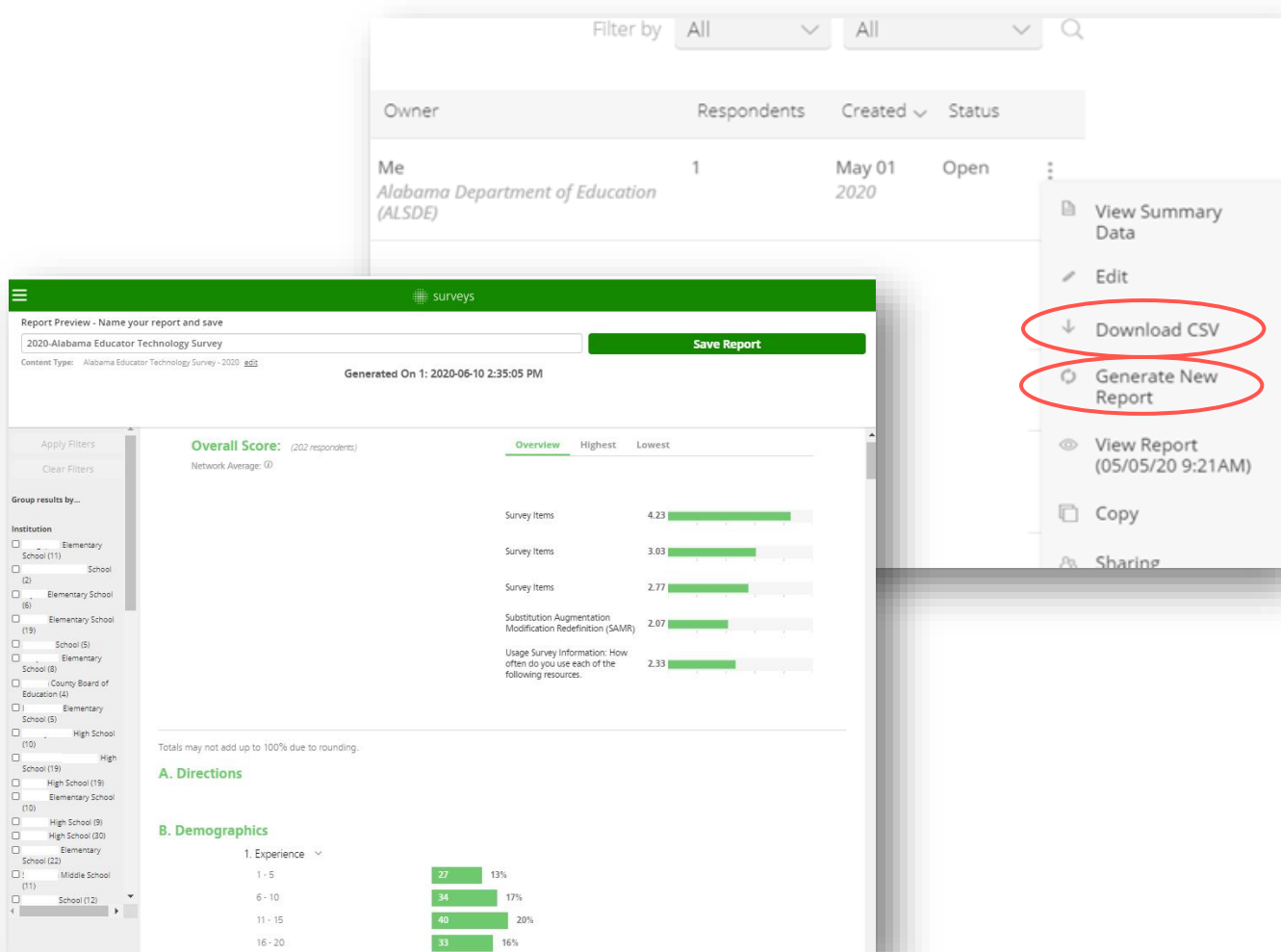
Filter by All All

Name	Owner	Respondents	Created	Status	Action
Alabama Technology Administrator Survey - 2020_050120 Any District Alabama Technology Administrator Survey - 2020	Me Alabama Department of Education (ALSDE)		May 01 2020	Draft	⋮ Edit Download CSV Generate New Report Copy Sharing Delete

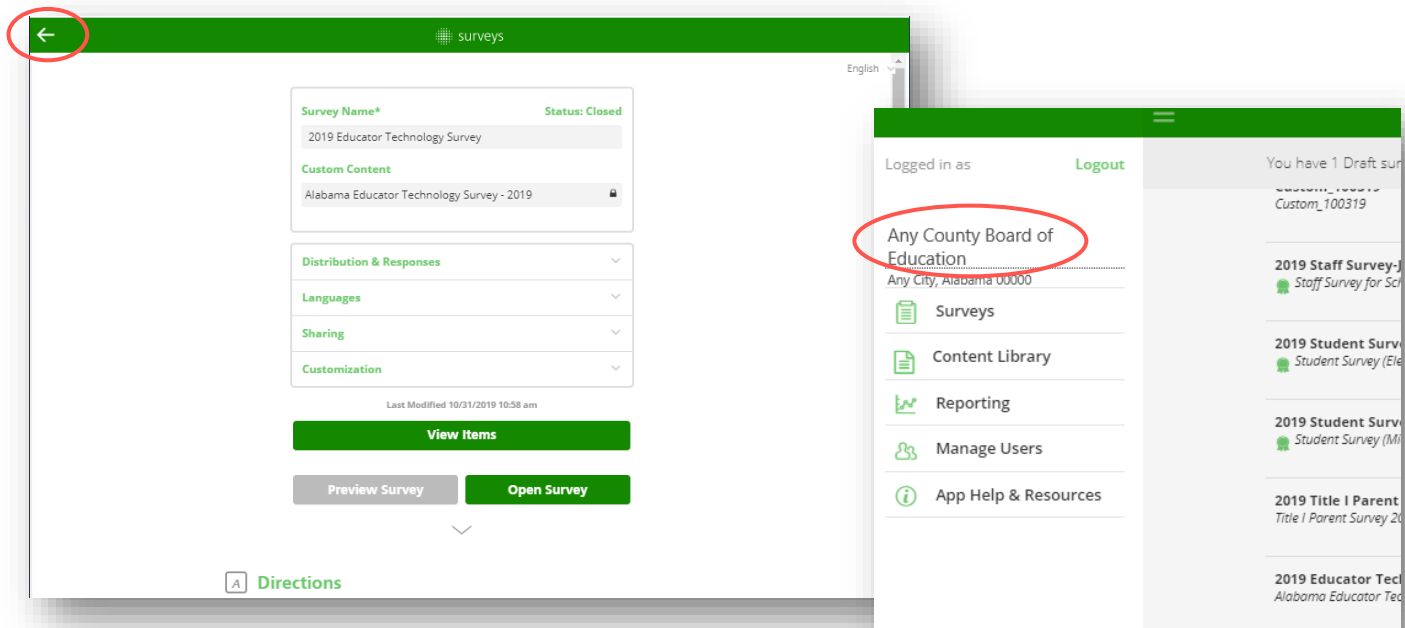
16. Select **Close Survey** when the administration is complete. This will disable the survey link. Additional survey results will not be collected.



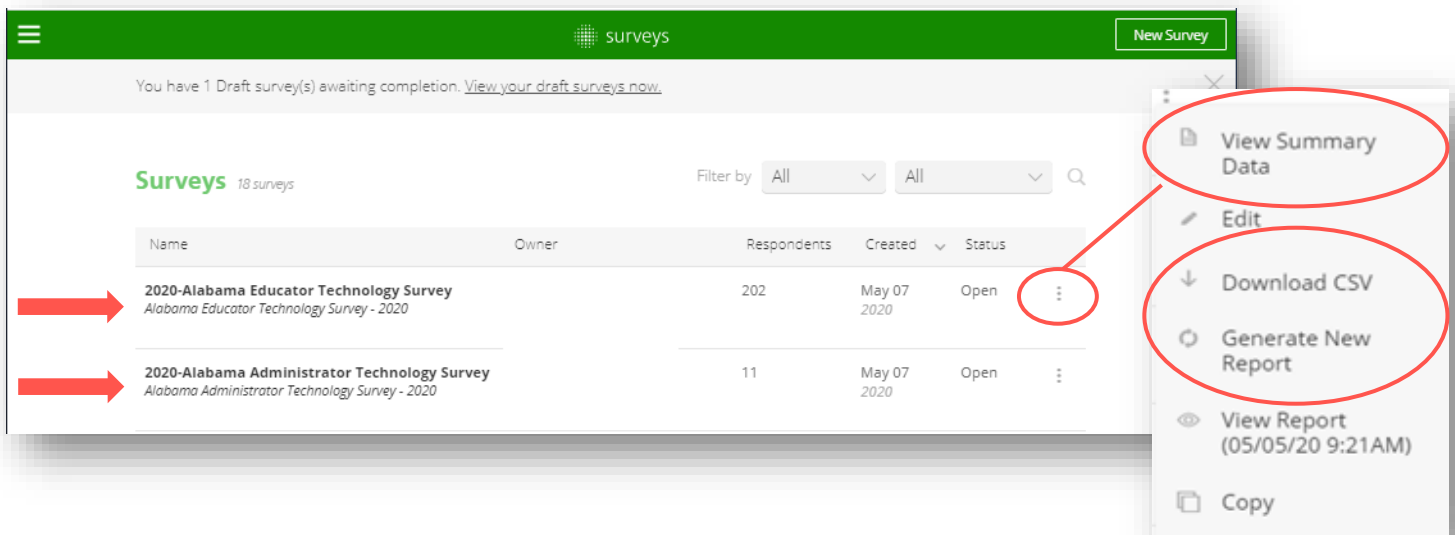
17. Once a report is generated, you can access the survey responses and download a final report by selecting **Generate New Report** or **download CSV** file. The report may be named and saved. A system level administrator may filter for systems results and schools.



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.



- 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.

The screenshot shows a dashboard titled "surveys" with a "New Survey" button. A notification states "You have 1 Draft survey(s) awaiting completion. [View your draft surveys now.](#)". Below this is a "Surveys" section with 18 surveys. A table lists two surveys:

Name	Owner	Respondents	Created	Status	Action
2020-Alabama Educator Technology Survey <i>Alabama Educator Technology Survey - 2020</i>		202	May 07 2020	Open	⋮
2020-Alabama Administrator Technology Survey <i>Alabama Administrator Technology Survey - 2020</i>		11	May 07 2020	Open	⋮

An action menu is open for the first survey, showing options: View Summary Data, Edit, Download CSV, Generate New Report, View Report (05/05/20 9:21AM), and Copy. The "View Summary Data" and "View Report" options are circled in red.

The screenshot shows the "2020-Alabama Educator Technology Survey" activity page. It includes the following information:

- Survey Activity:** Alabama Educator Technology Survey - 2020, Last response: Jun. 01, 11:05 AM
- Respondents:** 202
- Recent Activity:** A table showing survey items and their scores.

Section	Experience	Gender	Subject Taught	Subject Taught	Grade(s) Taught
Survey Items				4.23	
Survey Items				3.03	
Survey Items				2.77	
Substitution Augmentation Modification Redefinition (SAMR)				2.07	
Usage Survey Information: How often do you use each of the following resources.				2.33	

There are no section scores for this survey.

Close