Knowledge is Opportunity

Cognia is a global nonprofit that has the knowledge to help schools improve outcomes for all learners.
Our Vision
To impact and inspire education providers to advance and enable pathways for success for all learners.

Our Mission
To serve as a trusted partner in advancing learning.
We know schools because we’re in schools

Accreditation & Certification
Assessment
Improvement Services
Professional Learning

Celebrating 125 years of excellence • 1895–2020
Learning targets

**Review** using surveys to drive continuous improvement

**Engage** in an introduction to surveys

**Explore** surveys on Cognia Improvement Platform

**Discover** the reporting feature options
Continuous improvement
Continuous Improvement System

**Reflect, evaluate, and adjust**
- Determine action effectiveness
- Hold collaborative discussions to discuss results
- Make decisions to continue or change action

**Build momentum and capacity**
- Implement the strategies
- Monitor and adjust action
- Ensure stakeholder participation

**Imagine the possibilities**
- Gather data to understand current reality
- Identify trends to imagine the future
- Determine the connections between current reality and future trends

**Communicate with stakeholders**
- Share what you've learned with your stakeholders
- Collaborate to determine priorities
- Ensure the vision aligns to priorities

**Initiate the journey**
- Engage in training
- Build acceptance and stakeholder buy-in
- Deploy the plan

**Plot the journey**
- Align priorities with goals
- Develop a plan to improve and sustain practices
- Identify strategies to fulfill the priorities
Surveys and the continuous improvement process

- Survey results provide meaningful data from stakeholders in order to inform continuous improvement decisions. The results empower institutions to:

  - Identify areas of strength and challenge
    - Support the improvement of teaching and learning
    - Monitor progress of improvement goals
    - Focus Improvement goals
  - Elevate overall institutional quality and effectiveness
  - Understand perceptions
Key concept: Survey results

Survey results provide a critical data point throughout the continuous improvement process. These results are essential to inform every phase of the continuous improvement process.
Learning targets

- **Review** using surveys to drive continuous improvement
- **Engage** in an introduction to surveys
- **Explore** surveys on Cognia Improvement Platform
- **Discover** the reporting feature options
Introduction to surveys
What is a survey?

• Surveys are designed for an educational institution to gather data on its stakeholders' perceptions, opinions, and overall knowledge of its various facets.
Who are the stakeholders?

- Staff
- Community Members
- Parents
- Teachers
- Students
Where are stakeholders found?

Stakeholder groups are listed in the content library in the surveys tool.
What is Cognia Certified Content?

- A green badge denotes Certified Content. Certified Content provides validity and reliability.
- Certified Survey content cannot be changed, reordered, or modified in any way. This is done to protect the integrity of the certified content.
Where is Cognia Certified Content?

### Browse Content

Search by target group, name, description and status: [Filter By All]

<table>
<thead>
<tr>
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</table>
Why survey?

- Allows the Education Providers to “see" the institution through the eyes of its stakeholders in order to understand how it can improve leadership, governance, instructional programs, resources and support for students and staff, and stakeholder involvement.
- Provides information to inform decision-making for improvement planning
- Provides information to guide decisions made in preparation for the Engagement Review
Why is survey data needed?

- Provides the means to:
  - Initiate or sustain communication efforts
  - Become aware of the institution's perceptions from different viewpoints
  - Improve stakeholder relationships
  - Increase stakeholders' knowledge of the institution
Surveys empower institutions to:

- Understand perceptions
- Capture key stakeholder feedback
- Target professional development in the areas of need
- Identify strengths and weaknesses
- Monitor progress of improvement efforts
- Focus improvement initiatives
- Elevate the overall institutional quality and organizational effectiveness
- Support the improvement of student learning and achievement
What is an inventory and how is it different from a survey?

Inventories are what stakeholders actually experience.

Surveys measure what stakeholders perceive, believe, or think.

Results on inventories may not align with perceptions measured by surveys.
Does the perception match the experience?

On a survey, I may say I am bored at school (that is my perception or belief), but on an inventory, I say I actively participate in all of my classes.

On a survey, I may indicate I have too much homework. On an inventory, I mention I have homework in only one of my classes.
What is tagging?

The tags identified for surveys are focused on factors key to driving improvement.

Cognia identifies 26 tags.

Examples include:
Assessment
Instructional Quality
Professional Learning
Student Engagement
Why is tagging important?

All Certified Content questions are already tagged.

When you add custom questions, you make the decision about which tag to use.

Selecting the proper tags maximizes future data analysis.
<table>
<thead>
<tr>
<th>Survey Question</th>
<th>Possible Tags</th>
</tr>
</thead>
<tbody>
<tr>
<td>Which professional development offering related to student engagement would be the most helpful for you? Select one:</td>
<td>• Curriculum</td>
</tr>
<tr>
<td>• Questioning Strategies</td>
<td></td>
</tr>
<tr>
<td>• Active Learning Strategies</td>
<td></td>
</tr>
<tr>
<td>• Growth Mindset</td>
<td></td>
</tr>
<tr>
<td>• Professional Learning</td>
<td></td>
</tr>
</tbody>
</table>

Be purposeful with tagging survey items!
Survey resources

extranet.cognia.org/resources

Support tabs for:

- General Topics
  - Glossary
- eleot®, diagnostics, and surveys
- Accreditation and Certification
- Accreditation Support
  - Standards & Key Concepts
Survey tutorials

<table>
<thead>
<tr>
<th>Name</th>
<th>Last Updated</th>
</tr>
</thead>
<tbody>
<tr>
<td>01. myJourney Login</td>
<td>10/05/2018</td>
</tr>
<tr>
<td>02. The Dashboard</td>
<td>10/05/2018</td>
</tr>
<tr>
<td>03. Observations</td>
<td>10/05/2018</td>
</tr>
<tr>
<td>04. eleot Ratings</td>
<td>10/05/2018</td>
</tr>
<tr>
<td>05. Providing Feedback</td>
<td>10/05/2018</td>
</tr>
<tr>
<td>06. Downloading the App</td>
<td>10/05/2018</td>
</tr>
<tr>
<td>07. Systems Solution</td>
<td>10/05/2018</td>
</tr>
<tr>
<td>08. Manage Users</td>
<td>10/05/2018</td>
</tr>
<tr>
<td>09. eleot Certification</td>
<td>10/05/2018</td>
</tr>
<tr>
<td>10. Purchase Additional Training</td>
<td>10/05/2018</td>
</tr>
<tr>
<td>11. Create a Report</td>
<td>10/05/2018</td>
</tr>
<tr>
<td>12. Summary Reports</td>
<td>10/05/2018</td>
</tr>
<tr>
<td>13. eleot Support</td>
<td>10/05/2018</td>
</tr>
</tbody>
</table>
Click eleot, Diagnostics, & Surveys tab

Scroll to the Surveys Section (at the bottom of the page)

Select Preview Surveys and Inventories
Preview and print surveys and inventories

- Select the survey or inventory you wish to preview or print from the list shown on the extranet resource site. (PDF format)

- Most certified content surveys are located here for previewing and printing.
Learning targets

- **Review** using surveys to drive continuous improvement
- **Engage** in an introduction to surveys
- **Explore** surveys on Cognia Improvement Platform
- **Discover** the reporting feature options
Key features

- Surveys landing page
- Cognia Certified Content
  - Adding questions to Certified Content
- Climate and culture
- Student engagement
- Family/Community surveys
- Inventories
- Creating custom surveys
- Online multi-language
- Sharing surveys
- Survey distribution codes
- Reporting features
Accessing surveys
Cognia Improvement Platform
Click Login to enter MyJourney

Knowledge is Opportunity

Many of us, including Cognia staff, our members, and the global education community, are learning to cope with the impacts of working from home, home-schooling, teaching online for the first time, and providing ever-expanding digital and interactive resources for students and families.

At Cognia, we’re drawing on our extensive network to create relevant, timely and actionable resources to help you navigate the realities of today and plan for an emerging future. Visit our COVID-19 Resources page to learn how we can support you.

www.cognia.org
Enter your login credentials:
Email address and password
Select the institution

Which institution would you like to view?
Search by Institution name, location or customer number

- "Show Me How" Academy
  Cherow, South Carolina 29520
  57667
  311648

- EIF Escola Internacional de Florianópolis LTDA ME
  311160

- Jefferson Academy of Advanced Learning
  Show Low, Arizona 85901-6001
  21066
  217997

- ShaModd and Me
  St. Louis, Missouri 63138
  59116
  313157

- St. Joseph County ISD
  Centreville, Michigan 49032
  14
  261890

- Sequoia Village School
  Show Low, Arizona 85901
  24943
  47909

- Lexington Life Academy-Show Low
  Show Low, Arizona 85901
  59114
Surveys from the new navigation pane
To access surveys

### Administrations

<table>
<thead>
<tr>
<th>Survey Type</th>
<th>Completed</th>
<th>In Progress</th>
</tr>
</thead>
<tbody>
<tr>
<td>Climate &amp; Culture Surveys</td>
<td>22</td>
<td>14</td>
</tr>
<tr>
<td>Student Engagement Surveys</td>
<td>1</td>
<td>4</td>
</tr>
<tr>
<td>Inventories</td>
<td>9</td>
<td>8</td>
</tr>
<tr>
<td>Perception Surveys</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td>Evaluation Surveys</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Other</td>
<td>59</td>
<td>134</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>91</strong></td>
<td><strong>162</strong></td>
</tr>
</tbody>
</table>

### Surveys Taken

<table>
<thead>
<tr>
<th>Survey Type</th>
<th>Completed</th>
<th>In Progress</th>
</tr>
</thead>
<tbody>
<tr>
<td>Climate &amp; Culture Surveys</td>
<td>314</td>
<td>150</td>
</tr>
<tr>
<td>Student Engagement Surveys</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Inventories</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Perception Surveys</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Evaluation Surveys</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Other</td>
<td>320</td>
<td>152</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>2949</strong></td>
<td><strong>162</strong></td>
</tr>
</tbody>
</table>

[Go to surveys](#)
Surveys landing page

To start a new survey, click the New Survey button.
To access the administrative menu, click the "Administrative menu button" located in the top left corner of the screen.
Administrative menu

- **Surveys** - automatically populates the created, distributed, or used surveys
- **Content Library** – lists the full menu of certified content from which to choose what is appropriate or needed
- **Reporting** – walks the user through creating survey reports by individual school, for select schools, or to review reports already created and stored
- **Manage users** – allows administrators to add users and grant varying levels of permissions for use
- **App Help & Resources** – provides details regarding "How Surveys Work"
# Surveys content library

## Browse Content

<table>
<thead>
<tr>
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<th>Content Name</th>
<th>Description</th>
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<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student</td>
<td>Custom_Template_090419</td>
<td>None</td>
<td>Draft</td>
<td></td>
</tr>
<tr>
<td>Student</td>
<td>Custom_Template_090419</td>
<td>None</td>
<td>Draft</td>
<td></td>
</tr>
<tr>
<td>Student</td>
<td>Custom_Template_073118</td>
<td>Testing</td>
<td>Unpublished</td>
<td></td>
</tr>
<tr>
<td>Student</td>
<td>Custom_Template_061918</td>
<td>None</td>
<td>Published</td>
<td></td>
</tr>
<tr>
<td>Student</td>
<td>Reporting Test Template-Master</td>
<td>None</td>
<td>Published</td>
<td></td>
</tr>
<tr>
<td>Student</td>
<td>South Carolina SES Survey</td>
<td>None</td>
<td>Unpublished</td>
<td></td>
</tr>
</tbody>
</table>
View My Content surveys

Select the "My Content" Tab to view the institutions custom surveys.
**View Certified Content surveys**

Select "Certified Content" to view and access surveys.

<table>
<thead>
<tr>
<th>Target Group</th>
<th>Survey Title</th>
<th>Description</th>
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Manage users

<table>
<thead>
<tr>
<th>Last</th>
<th>First</th>
<th>Institution</th>
<th>Status</th>
<th>Role</th>
</tr>
</thead>
<tbody>
<tr>
<td>Borg</td>
<td>Martin</td>
<td>Demo SEA-Business Development</td>
<td>Enabled</td>
<td>Admin</td>
</tr>
<tr>
<td>Bourisaw</td>
<td>Diana</td>
<td>Demo SEA-Business Development</td>
<td>Invited</td>
<td>Admin</td>
</tr>
<tr>
<td>Derby</td>
<td>Julie</td>
<td>Demo SEA-Business Development</td>
<td>Invited</td>
<td>Admin</td>
</tr>
<tr>
<td>Erzah</td>
<td>Linda</td>
<td>Demo SEA-Business Development</td>
<td>Enabled</td>
<td>Admin</td>
</tr>
<tr>
<td>Erzah</td>
<td>Linda</td>
<td>Demo SEA-Business Development</td>
<td>Enabled</td>
<td>Admin+</td>
</tr>
<tr>
<td>Gushta</td>
<td>Matthew</td>
<td>Demo SEA-Business Development</td>
<td>Enabled</td>
<td>Admin+</td>
</tr>
</tbody>
</table>
Adding users

Manage Users

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<th>Role</th>
</tr>
</thead>
<tbody>
<tr>
<td>DeLaughter</td>
<td>Rae</td>
<td>Louisiana Operations</td>
<td>Invited</td>
<td>Admin</td>
</tr>
<tr>
<td>Poplius</td>
<td>Ray</td>
<td>Louisiana Operations</td>
<td>Invited</td>
<td>Admin</td>
</tr>
</tbody>
</table>

Add User

First Name

Last Name

Email

Role

Submit
Creating surveys
Cognia Certified Content
and adding questions to Certified Content
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Cognia Certified Content surveys

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<td></td>
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</table>
Creating a survey

- Follow the prompts to create a survey.
  - Survey name
  - Distribution & responses
  - Languages
  - Sharing, and
  - Customization

- Click View Items to review the survey you wish to open.
Creating a survey: Distribution & responses

Survey Name: 2020-2021 Virtual Learning Sessions Survey 2

Distribution & Responses
Share this link to collect responses for your survey:
https://eprovesurveys.advanc-ed.org/surveys/#!/action/1

Response Goal: Enter target #

Languages
Sharing
Customization

Add New items
Preview Survey
Open Survey

View Items
Creating a survey: Languages

Survey Name*: 2020-2021 Virtual Learning Sessions Survey 2

Distribution & Responses
Languages
Sharing
Customization

Add New items

Last Modified 7/14/2020 11:10 am

Survey Name*: 2020-2021 Institute Survey

Distribution & Responses
Languages

- English
- Spanish
- Portuguese
- Haitian Creole
- Mandarin Chinese
- Arabic
- Russian
- German

Sharing
Creating a survey: Sharing & customization

Survey Name*
2020-2021 Virtual Learning Sessions Survey 2

Distribution & Responses
Languages
Sharing
Customization

Last Modified 7/14/2020 11:10 am
Add New items
Preview Survey
Open Survey

Survey Name*
2020-2021 Institute Survey
Status: Closed

Distribution & Responses
Languages
Sharing
Customization

When complete
When the survey taker completes the survey:
Redirect to
Reset
https://www.advanc-ed.org/eprovesurveys/

☐ Show section titles to survey takers
Creating a survey: View items

To review a section of the survey, select the section on the left.
Three default sections of the survey

A. Instructions
The purpose of this survey is to find out how you feel about your school. This is not a test. There are no right or wrong answers.

B. Demographics

1. I am a... (Optional):
   - Boy
   - Girl

2. I am... (Optional):
   - American Indian or Alaska Native
   - Asian
   - Black or African American
   - White
   - Latino
   - Other

C. Climate and Culture Questions
1. Which four of the following words or phrases best describe, in general, what you think of your teachers?
   - Honest
   - Fun
   - Caring
   - Active
   - Lazy
   - Curious
   - Don’t Care
   - Mean
   - Fake
   - Unfair

2. Which four of the following words or phrases best describe, in general, the things you most often DO while in class at school?
   - Listen to teachers
   - Complete short projects
   - Complete long projects
Adding an item or section to a survey
Using emoticons
Additional answer choices

☐ Include N/A Option

☐ Required
Creating surveys
Custom content
Creating a survey: With custom content

You have 2 Draft survey(s) awaiting completion. View your draft surveys now.

Surveys 13 surveys

- Climate & Culture Elementary School Student Survey
  - Owner: Ray Poplus
  - Created: Aug 29, 2018

- New Standards, Protocol, Resources and Tools Training Survey - Copy
  - Owner: Me
  - Created: Aug 20, 2018
  - Status: Draft

- Middle & High School Student Inventory (International)_073118
  - Owner: Ray Poplus
  - Created: Jul 31, 2018
  - Status: Open

- 2018 Lead Evaluator/Team Member Survey
  - Owner: Me
  - Respondents: 54
  - Created: May 21, 2018
  - Status: Closed

New Survey
Creating a survey: With custom content

• When you select **New Survey** from the surveys landing page, you will be redirected to the survey set-up menu.

• You will be familiar with the prompts from previous slides where we created a survey from certified content.

• Start by **renaming the survey**.
Creating a custom survey

- Follow the prompts to create the custom content survey.
  - Survey name or rename
  - Distribution & Responses
  - Languages
  - Sharing
  - Customization

- Click **Add New Items** to add custom content to the survey you wish to open.
Creating a custom survey

1. Rename the Custom Survey
2. Configure overall survey settings
3. Click “Add New Items”
Scroll down to find the three default sections of your survey: Instructions, Demographics, and Items.
Adding an item or section to a custom survey
Open-ended questions:

- All open-ended questions must be downloaded and individually tallied.
Distributing and opening a survey
Distributing a survey

Survey Name: 2020-2021 Virtual Learning Sessions Survey 2

Distribution & Responses

Share this link to collect responses for your survey:
https://e provesurveys.advanc-ed.org/surveys/#/action/1

Response Goal: Enter target #

Languages
Sharing
Customization

Add New items

Last Modified 7/14/2020 11:10 am

Preview Survey
Open Survey

Last Modified 8/4/2020 3:10 pm

Add New items
Opening a survey
Previewing a survey

Survey Name: 2020-2021 Virtual Learning Sessions Survey 2

Distribution & Responses
Languages
Sharing
Customization

Last Modified 7/14/2020 11:10 am

Add New items
Preview Survey
Open Survey

2020-2021 Institute Survey... – Preview

Institute Location - City and State
Enter your answer here

Institute - Title and Facilitator
Enter your answer here

Current role:

This survey is a draft.
All responses will be discarded.
Opening a survey

• Stakeholders can access your survey from their tablet or other handheld device.
Sharing a survey
Sharing a survey

Surveys and inventories can be shared with other schools and district institutions:

- Give other account users access to view or edit your surveys.
- Enable meaningful data collection and analysis across multiple schools and institutions.
- Support sharing and collaboration.
Sharing a survey:
Sharing a survey

You can share a survey two different ways.

Option 1:

• Choose the survey you want to share
• Click the action menu
• Choose Sharing from the drop-down menu
<table>
<thead>
<tr>
<th>Name</th>
<th>Owner</th>
<th>Respondents</th>
<th>Created</th>
<th>Status</th>
</tr>
</thead>
</table>
| Alabama Technology Survey for Administrators - Copy | Vicky Smith  
Alabama State Department of Education School |             | Apr 10 2020 | Draft   |
| Title I Parent Survey                     | Melissa Adelman  
Alabama State Department of Education School |             | Feb 13 2018 | Open   |
| Alabama Technology Survey for Administrators | Heather Kinsey  
Alabama State Department of Education School | 1           | Feb 13 2018 | Draft   |
<table>
<thead>
<tr>
<th>Survey Name*</th>
<th>Status: Open</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title I Parent Survey</td>
<td></td>
</tr>
</tbody>
</table>

### Distribution & Responses

### Languages

### Sharing

Owner: Alabama State Department of Education School

Share with Institution(s)

Manage Sharing Options
You must check the box(es) of the school/institution with whom you want to share the survey.
Sharing a survey

You can share a survey two different ways.

Option 2:
• Open/Edit the survey you want to share.
• Choose Sharing from the drop-down menu.
<table>
<thead>
<tr>
<th>Name</th>
<th>Owner</th>
<th>Respondents</th>
<th>Created</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>2020-2021 Institute Survey</td>
<td>Me Improvement Services</td>
<td></td>
<td>Jul 09 2020</td>
<td>Draft</td>
</tr>
<tr>
<td>2020-2021 Professional Learning Sessions Survey</td>
<td>Me Improvement Services</td>
<td></td>
<td>Jul 09 2020</td>
<td>Draft</td>
</tr>
<tr>
<td>2020-2021 Virtual Learning Sessions Survey 1</td>
<td>Me Improvement Services</td>
<td></td>
<td>Jul 09 2020</td>
<td>Draft</td>
</tr>
<tr>
<td>2020-2021 Conference Survey</td>
<td>Me Improvement Services</td>
<td></td>
<td>Jul 09 2020</td>
<td>Draft</td>
</tr>
</tbody>
</table>
This icon downloads the survey report as an Excel file.
After sharing a survey

After the survey is shared, the receiving school must refresh their survey dashboard. Then, the shared survey will appear in their list.
Monitoring a survey
You can monitor your survey in two different ways.

**Option 1:**
- Choose the survey you want to monitor.
- Click the action menu.
- From the drop-down menu, select View Summary Data.
### 2020-2021 Virtual Learning Sessions Survey

#### Survey Activity

**Presentation**
- Rating: 3.62

**Facilitator**
- Rating: 3.84

**Logistics**
- Rating: 3.48

There are no section scores for this survey.

---

#### Recent Activity:

<table>
<thead>
<tr>
<th>Role</th>
<th>Count</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Teacher</td>
<td>16</td>
<td>38%</td>
</tr>
<tr>
<td>11-20 years</td>
<td>8</td>
<td>19%</td>
</tr>
<tr>
<td>6-10 years</td>
<td>5</td>
<td>12%</td>
</tr>
<tr>
<td>20+ years</td>
<td>5</td>
<td>12%</td>
</tr>
<tr>
<td>Other</td>
<td>4</td>
<td>10%</td>
</tr>
<tr>
<td>2-5 years</td>
<td>3</td>
<td>7%</td>
</tr>
<tr>
<td>School Administrator</td>
<td>1</td>
<td>2%</td>
</tr>
</tbody>
</table>

Respondents: 21

---

Close
Monitoring a survey

• You can monitor your survey in two different ways.

Option 2:
• Choose the survey you want to monitor.
• Click the action menu
• From the drop-down menu choose Generate New Report
Learning targets

Review using surveys to drive continuous improvement

Engage in an introduction to surveys

Explore surveys on Cognia Improvement Platform

Discover the reporting feature options
Creating a report
Creating a report

Creating reports from your surveys and inventories:

• Enable meaningful data collection and analysis across multiple schools and institutions.
• Support sharing and collaboration.
Creating a report

You can create a report in two different ways.

Option 1: Create a single survey report.
• Choose the survey for which you want to create a report.
• Click the action menu.
• From the dropdown menu, select either:
  1. View Report (if a report has previously been created) OR
  2. Generate New Report
You have 7 Draft survey(s) awaiting completion. View your draft surveys now.

<table>
<thead>
<tr>
<th>Name</th>
<th>Owner</th>
<th>Respondents</th>
<th>Created</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Custom_071320</td>
<td>Donna James Improvement Services</td>
<td></td>
<td>Jul 13 2020</td>
<td>Draft</td>
</tr>
<tr>
<td>Custom_071320</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
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<td>2020-2021 Institute Survey</td>
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<td></td>
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<td>Me Improvement Services</td>
<td></td>
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<td>2020-2021 Professional Learning Session Survey</td>
<td></td>
<td></td>
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<td>Draft</td>
</tr>
<tr>
<td>2020-2021 Virtual Learning Sessions Survey</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Survey Title</td>
<td>Description</td>
<td>Survey Owner</td>
<td>Responses</td>
<td>Date Closed</td>
</tr>
<tr>
<td>--------------</td>
<td>-------------</td>
<td>--------------</td>
<td>-----------</td>
<td>-------------</td>
</tr>
<tr>
<td>2018-2019 Professional Services</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2018-2019 Engagement Review</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2018-2019 Improvement Services - Conference Sessions</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

You have 7 Draft survey(s) awaiting completion. View your draft surveys now.

Report Creation

✅ Thank you! - Once your report is ready we will email you a link.

Close

How surveys work
You will receive an email link to view your survey report.
A. Instructions

1. What is your full name?  
*Free form text answers are available in the exported CSV report*

2. Please select your FIRST choice of workshop to help redesign for virtual delivery:

- Instructional Strategies to Improve Student Learning: 3 (18%)
- Differentiate Instruction to Improve Student Learning: 7 (41%)
- Creating a Culture of Thinking with Effective Questioning: 5 (29%)
- Creating a Growth Mindset to Improve Student Learning: 1 (6%)
- Introduction to Curriculum Mapping Process: 1 (6%)

17 respondents
Preferences for Virtual Development - Round 2

A. Instructions

1. What is your full name?

Free form text answers are available in the exported CSV report.

2. Please select your FIRST choice of workshop to help redesign for virtual delivery:

- Instructional Strategies to Improve Student Learning: 3 (18%)
- Differentiate Instruction to Improve Student Learning: 7 (41%)
- Creating a Culture of Thinking with Effective Questioning: 5 (29%)
- Creating a Growth Mindset to Improve Student Learning: 1 (6%)
- Introduction to a Curriculum Mapping Process: 1 (6%)
CSV Report

CSV reports contain the most up-to-date information about the results of your survey. Generating the CSV report while a survey is open and collecting responses may result in a difference in the numbers displayed on the web application.

Only the currently-selected surveys and filters will be included in your report.

- CSV Raw
  Raw data only.
- CSV Unstacked
  Raw data only.

- Include ONLY open-ended items

[Export]
Creating a report

You can create a report in two different ways:

**Option 2:** Create a survey report for multiple schools/institutions.

• Click the management menu.
• Choose the Reporting icon option.
• Click New Report.
• Follow the prompts to create your report.
Click Administrative menu icon

Select Reporting option

Click New Report button
Choose the Report  
Select Date Range  
Select and View Report
Hierarchy example

Parent Institution

School 1  School 2  School 3  School 4
You will receive an email link to view your survey report.
Report view for multiple schools
Learning targets

- **Review** using surveys to drive continuous improvement
- **Engage** in an introduction to surveys
- **Explore** surveys on Cognia Improvement Platform
- **Discover** the reporting feature options
Survey success
Plan for success

Engage in thoughtful discussions about the purpose of eliciting feedback from stakeholders

Consider the impact the results could have on continuous improvement decisions related to instruction, resource allocation, programs, and initiatives

What data is important to collect?

Examine what the responses are telling you about your work

Decide how to put the information gained through the surveys to use to inform continuous improvement decisions
Stay Connected.

Learn more at cognia.org