



Cognia Improvement Platform: Surveys Training Guide

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



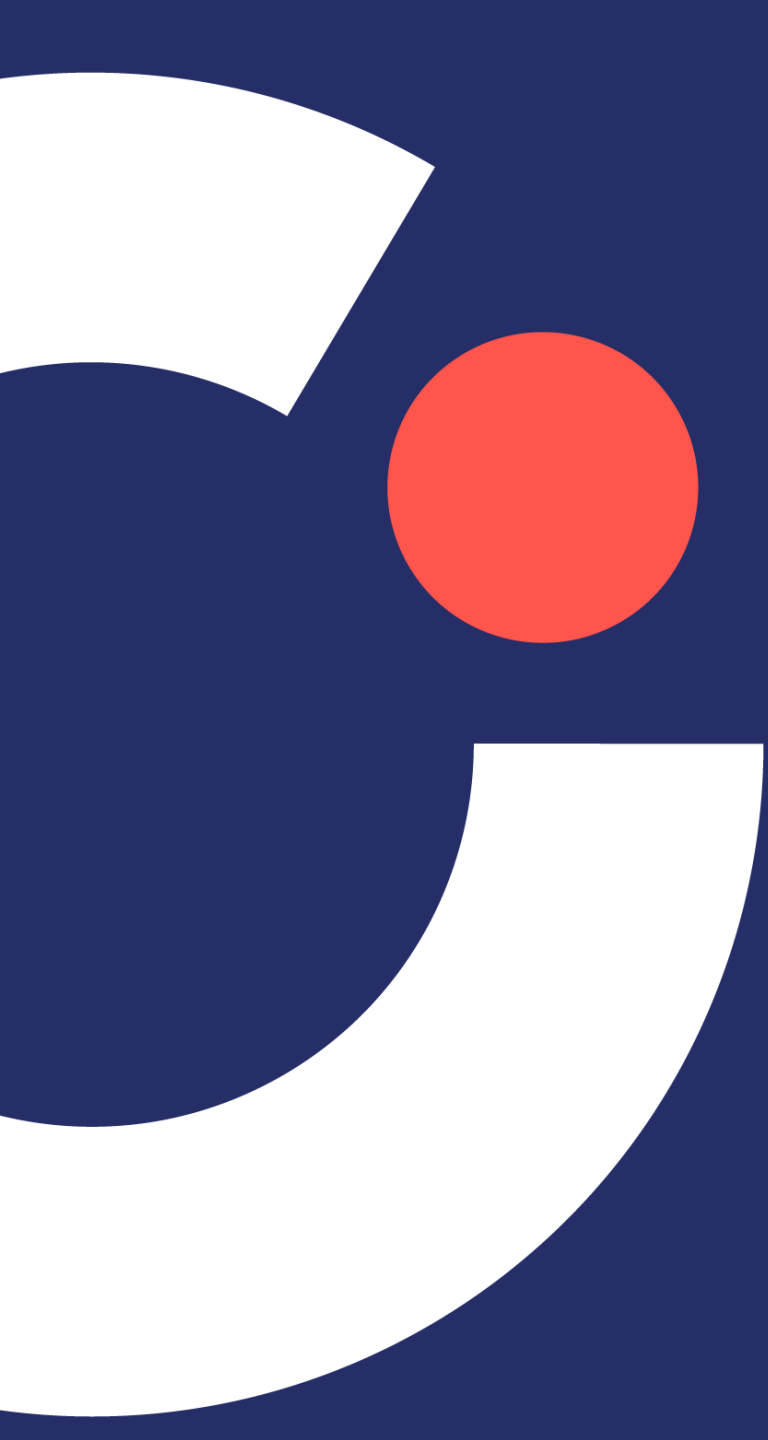
Engage in an
introduction to surveys



Explore surveys on
Cognia Improvement
Platform

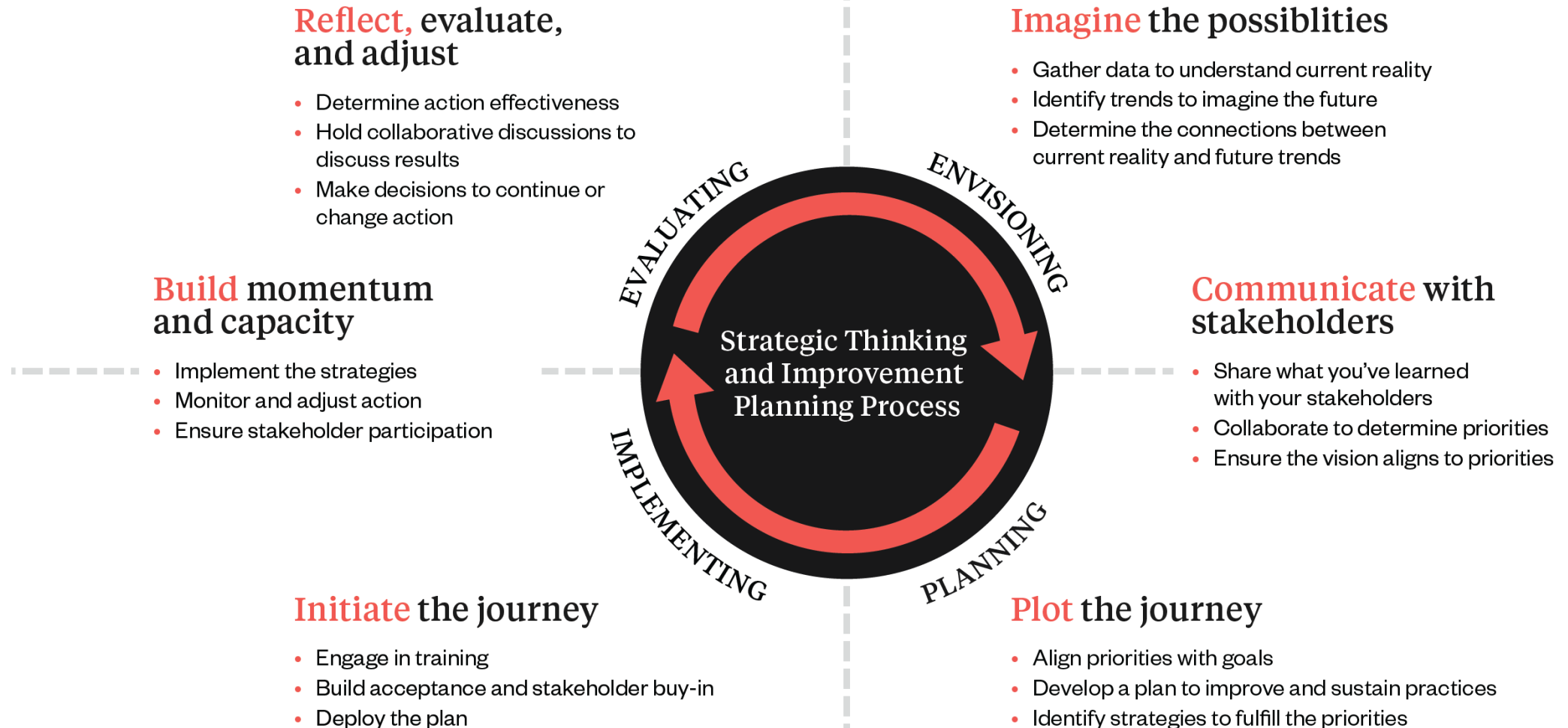


Discover the reporting
feature options



Continuous
improvement

Continuous Improvement System



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

Elevate overall institutional quality and effectiveness

Monitor progress of improvement goals

Focus Improvement goals

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

myJourney™

Login

Email Address

Password

Login

[Request Password](#)

[Contact us for login help](#)

or log in to

[ASSIST™](#)

myJourney™


 eleot

 Surveys

 Diagnostics

 Workspace

 Strategies

 Assessments

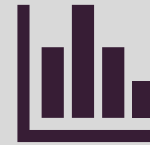
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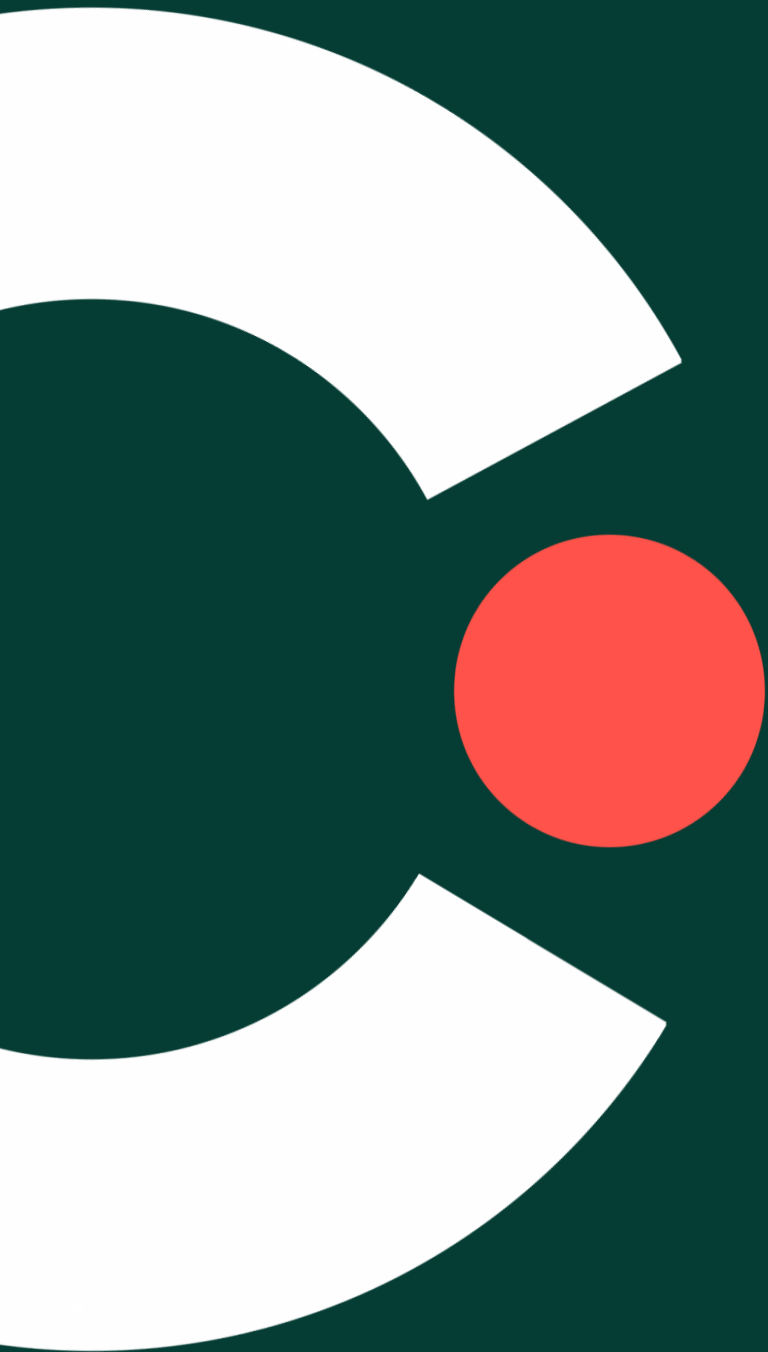
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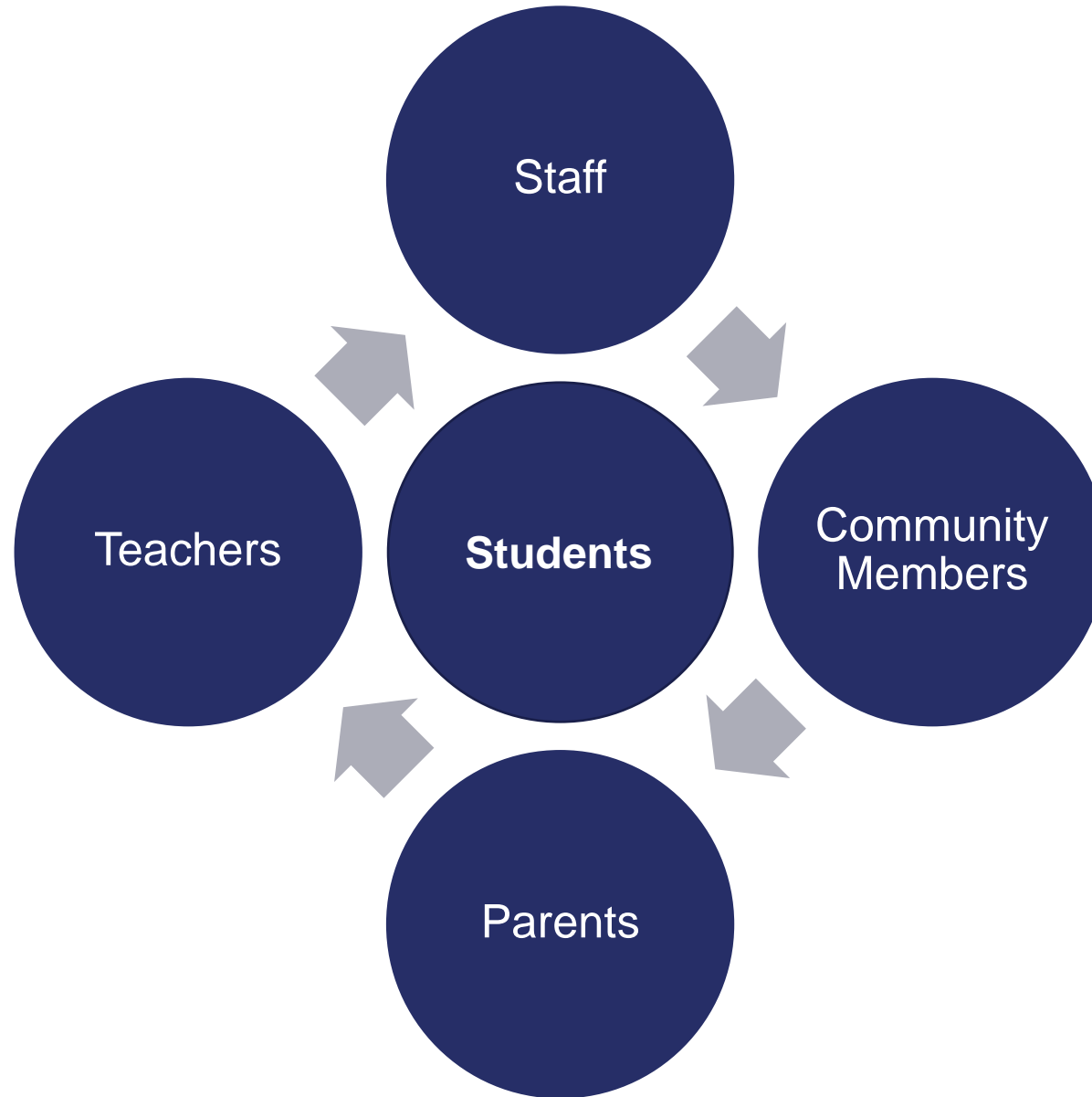
Introduction to surveys

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?



Where are stakeholders found?

Stakeholder groups are listed in the content library in the surveys tool.

surveys				
Staff	CCSA Program Effectiveness Survey - Staff	None	Published	⋮
Family & Community	CCSA Program Effectiveness Survey - ...	None	Published	⋮
Family & Community	CCSA Program Effectiveness Survey - ...	None	Published	⋮
Staff	Climate & Culture Teacher Survey_International	(International survey with no demographics.) This survey asks teachers to describe different aspects of their work environment at school.	Published	⋮
Staff	Climate & Culture Staff Survey_International	(International survey with no demographics.) This survey asks staff to describe different aspects of their work environment at school.	Published	⋮
Family & Community	Climate & Culture Parent Survey_International	(International survey with no demographics.) This survey asks parents to describe different aspects of their and their child's experience with school.	Published	⋮
Student	Climate & Culture Middle & High School Student...	(International survey with no demographics.) This survey asks middle and high school students to describe different aspects of their school experience.	Published	⋮

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?

The screenshot shows a web interface for 'surveys'. At the top is a green header with a menu icon, the word 'surveys', and a 'New Content' button. Below the header is a section titled 'Browse Content'. It includes a search bar with the placeholder text 'Search by target group, name, description and statu:' and a 'Filter By' dropdown menu set to 'All'. Below the search bar is a table of surveys. A green arrow points to a green tab labeled 'AdvancED Certified Content' above the table. Another green arrow points to the second row of the table. The table has five columns: Target Group, Content Name, Description, Status, and Actions.

Target Group	Content Name	Description	Status	Actions
Staff	Teacher Survey about Remote Teaching (Grade...	This survey asks teachers about their feelings and experiences while teaching remotely due to COVID-19.	Published	⋮
	Teacher Survey about Remote Teaching (Grade...	This survey asks teachers about their feelings and experiences while teaching remotely due to COVID-19. (International)	Published	⋮
Staff	Teacher Survey about Remote Teaching (Grade...	This survey asks teachers about their feelings and experiences while teaching remotely due to COVID-19.	Published	⋮
Staff	Teacher Survey about Remote Teaching (Grade...	This survey asks teachers about their feelings and experiences while teaching remotely due to COVID-19. (International)	Published	⋮
Family & Community	Parent Survey about Remote Learning (3-12)	This survey asks parents/caregivers about their feelings and experiences while their child(ren) is learning remotely due to COVID-19.	Published	⋮
Family & Community	Parent Survey about Remote Learning (3-12)	This survey asks parents/caregivers about their feelings and experiences while their	Published	⋮

Why survey?

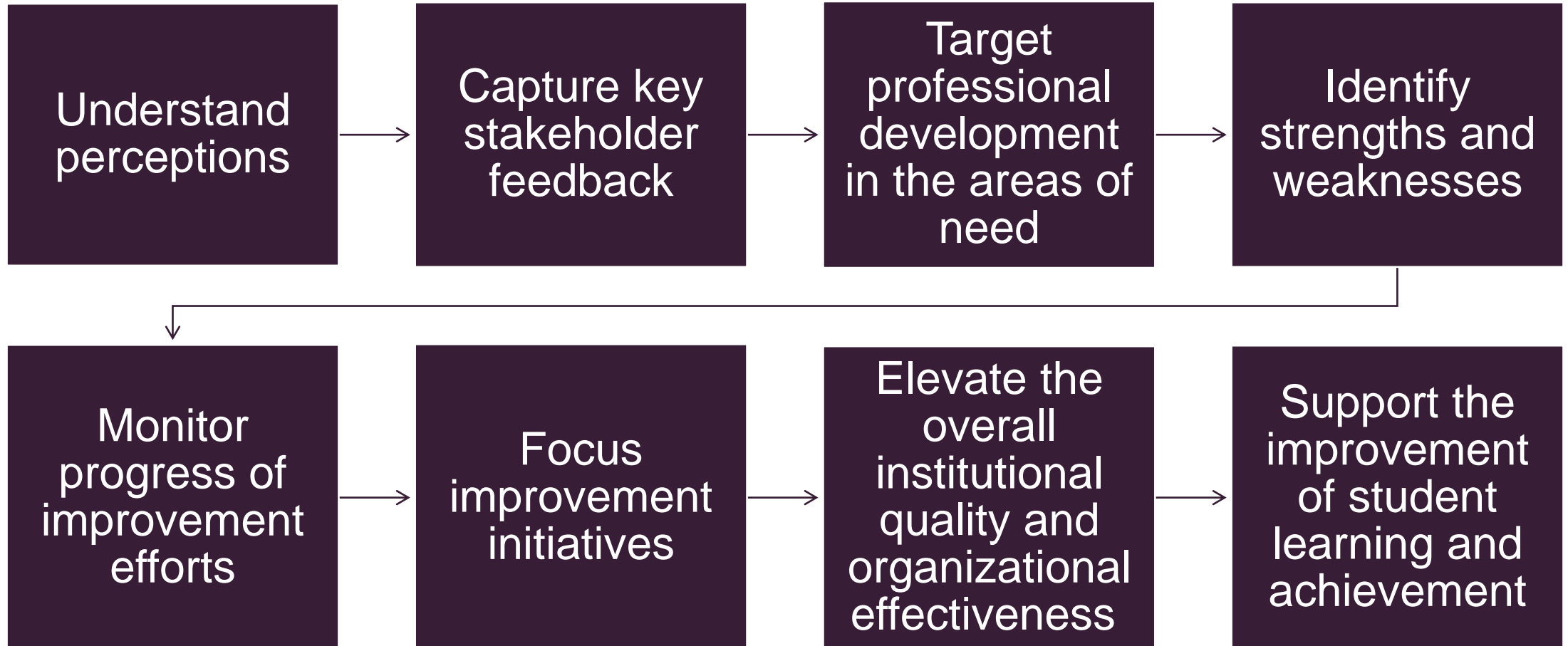
- Allows the Education Providers to “see” the institution through the eyes of its stakeholders in order to understand how it can improve leadership, governance, instructional programs, resources and support for students and staff, and stakeholder involvement.
- Provides information to inform decision-making 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:



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.

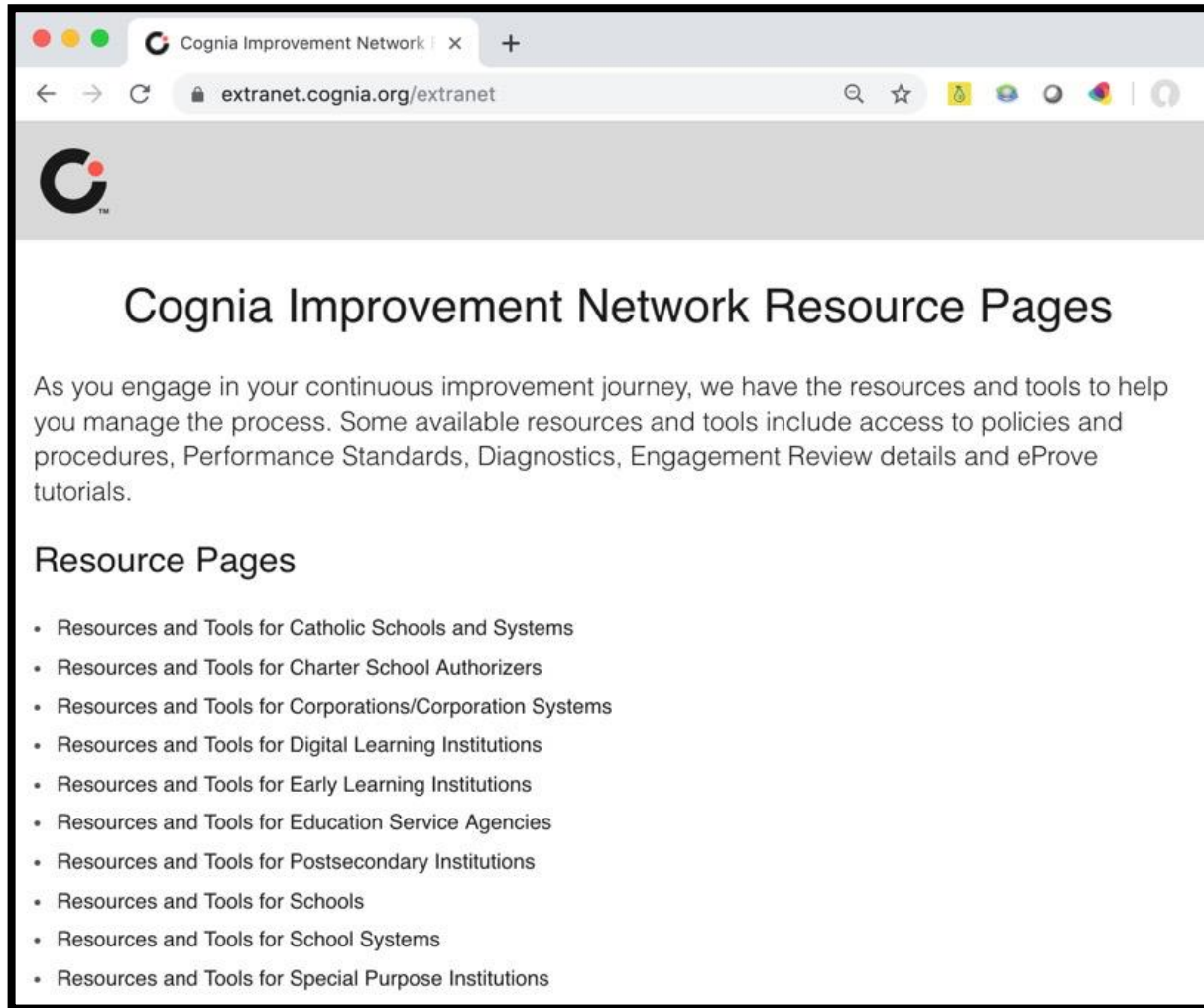
Tagging example: Any School

Survey Question	Possible Tags	Tag
Which professional development offering related to student engagement would be the most helpful for you? Select one: <ul style="list-style-type: none">• Questioning Strategies• Active Learning Strategies• 	<ul style="list-style-type: none">• Curriculum• Professional Learning• Curriculum• ce	

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

Webinars/Tutorials

eleot

diagnostics

surveys

Assessments

strategies

Name	Last Updated
01. myJourney Login	10/05/2018
02. The Dashboard	10/05/2018
03. Observations	10/05/2018
04. eleot Ratings	10/05/2018
05. Providing Feedback	10/05/2018
06. Downloading the App	10/05/2018
07. Systems Solution	10/05/2018
08. Manage Users	10/05/2018
09. eleot Certification	10/05/2018
10. Purchase Additional Training	10/05/2018
11. Create a Report	10/05/2018
12. Summary Reports	10/05/2018
13. eleot Support	10/05/2018



Schools

Resources **eleot, Diagnostics & Surveys** Accreditation & Certification Accreditation Support

eleot

Document Name	Last Updated
Cognia erel	07/02/2020
Cognia erel - Spanish	07/02/2020
eleot	07/02/2020
eleot - Arabic	12/08/2017
eleot - Portuguese	07/02/2020
eleot - Spanish	07/02/2020
eProve eleot 2.0 - Release Notes	07/02/2020

Diagnostics

Document Name	Last Updated
School Quality Factors (SQF) Planning Tool	10/06/2017
School Quality Factors (SQF) Planning Tool - Arabic	01/30/2018
School Quality Factors (SQF) Planning Tool - Spanish	10/20/2017

Diagnostics

Document Name	Last Updated
School Quality Factors (SQF) Planning Tool	10/06/2017
School Quality Factors (SQF) Planning Tool - Arabic	01/30/2018
School Quality Factors (SQF) Planning Tool - Spanish	10/20/2017
School Quality Factors Diagnostic	12/10/2018
School Quality Factors Diagnostic - Arabic	10/20/2017
School Quality Factors Diagnostic - Spanish	10/12/2017
SQF (School Quality Factors) Description	08/24/2017
SQF (School Quality Factors) Description - Arabic	02/23/2018
SQF (School Quality Factors) Description - Spanish	02/23/2018

Surveys

Document Name	Last Updated
Notification of Alternative Survey or Inventory	07/29/2020
Preview Surveys and Inventories	08/10/2018
Remote Learning Surveys Administration Suggestions	04/23/2020

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

Stakeholder Surveys and Inventories Preview

Stakeholder

Inventories

Catholic Criteria

Islamic

Mennonite

English

Spanish

Arabic

Portuguese

Haitian Creole

Russian

French

German

Survey Language: English

Domestic

Survey Name	Survey Language
Climate and Culture Elementary Student	English
Climate and Culture Middle/High Student	English
Climate and Culture Parent	English
Climate and Culture Staff	English
Climate and Culture Teacher	English
Community Engagement Survey	English
Elementary School Student Remote Learning Survey (3-5)	English
Family Engagement Survey	English
High School Student Remote Learning Survey	English
Middle School Student Remote Learning Survey	English
Parent Survey about Remote Learning (3-12)	English

- 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



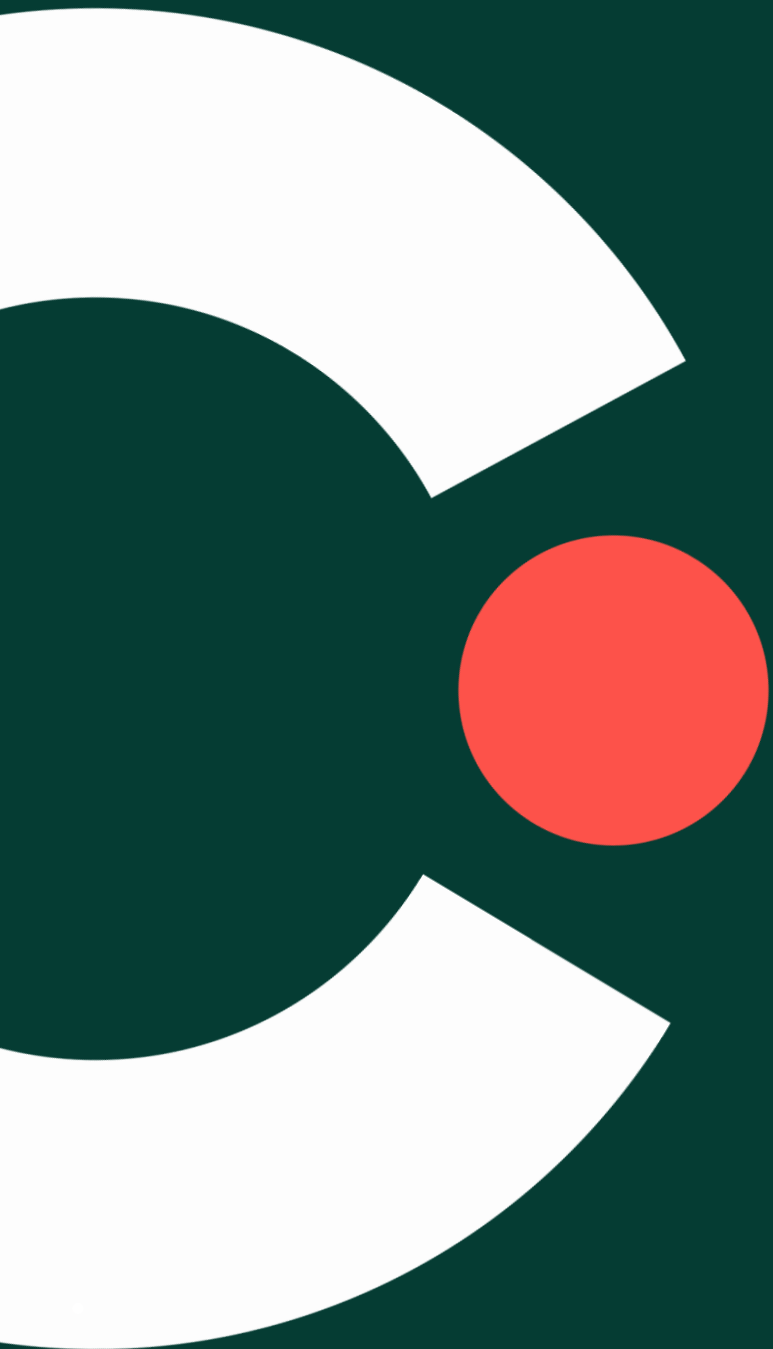
Engage in an
introduction to surveys



Explore surveys on
Cognia Improvement
Platform



Discover the reporting
feature options



Overview of surveys

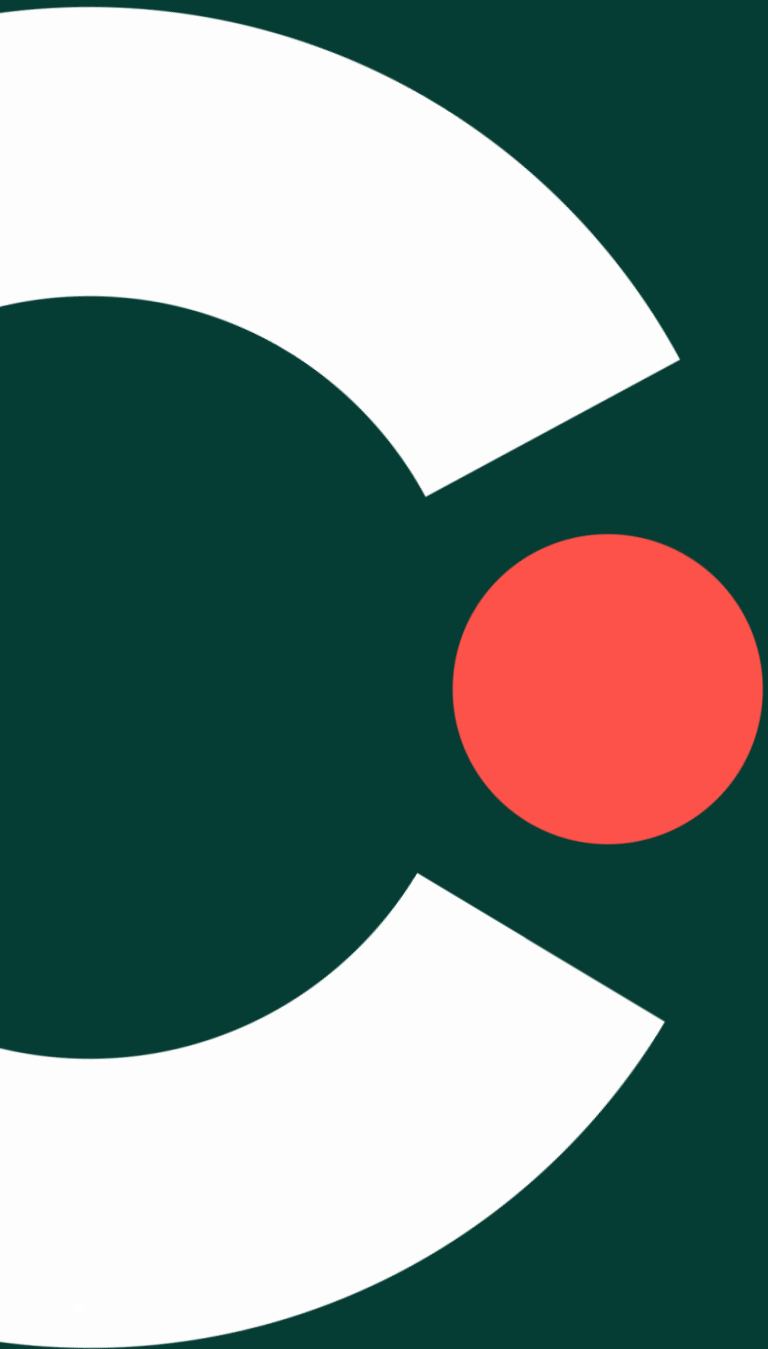
Cognia Improvement Platform

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

The screenshot shows the 'surveys' landing page. At the top, a green header contains the 'surveys' logo. Below the header, a message states 'You have 67 Draft survey(s) awaiting completion. View your draft surveys now.' The main content area is titled 'Surveys 91 surveys' and includes a filter dropdown set to 'All'. Below this is a table listing various surveys. The table has columns for Name, Owner, Respondents, Created, and Status. The surveys listed include 'Teacher Survey about Remote Teaching (Grades K-5)_071020', 'Climate & Culture Teacher Survey_International_070820', 'OJ_Climate & Culture Elementary School Student Survey_070820', 'Parent Survey about Remote Learning (3-12)_Domestic_061620', 'Sample Survey', 'Custom_060420', 'Climate & Culture Parent Survey_060320', and 'Climate & Culture Elementary School Student Survey_052220 - Copy'. Each entry shows the owner's name and the date it was created.

Name	Owner	Respondents	Created	Status
Teacher Survey about Remote Teaching (Grades K-5)_071020 Teacher Survey about Remote Teaching (Grades K-5)_Domestic	Seth Kalback "Show Me How" Academy		Jul 10 2020	Open
Climate & Culture Teacher Survey_International_070820 Climate & Culture Teacher Survey_International	Me "Show Me How" Academy		Jul 08 2020	Draft
OJ_Climate & Culture Elementary School Student Survey_070820 Climate & Culture Elementary School Student Survey	Me "Show Me How" Academy		Jul 08 2020	Draft
Parent Survey about Remote Learning (3-12)_Domestic_061620 Parent Survey about Remote Learning (3-12)	Michelle Moreno "Show Me How" Academy		Jun 16 2020	Draft
Sample Survey Sample Survey	Michelle Moreno "Show Me How" Academy		Jun 15 2020	Draft
Custom_060420 Custom_060420	Andrew Freedberg "Show Me How" Academy		Jun 04 2020	Draft
Climate & Culture Parent Survey_060320 Climate & Culture Parent Survey	Amy Swain "Show Me How" Academy		Jun 03 2020	Draft
Climate & Culture Elementary School Student Survey_052220 - Copy Climate & Culture Elementary School Student Survey	Katie Baden "Show Me How" Academy	1	Jun 01 2020	Open



Accessing surveys

Cognia Improvement Platform

Click Login to enter MyJourney



The screenshot shows the Cognia website homepage. At the top, a dark navigation bar contains the links 'LOGIN', 'PAY ONLINE', and 'SEARCH'. Below this, a white navigation bar features the Cognia logo, a 'COVID-19' warning icon, and links for 'Services', 'News & Events', 'The Source', and 'Why Cognia'. A red circle highlights the 'LOGIN' link in the top bar, and a red arrow points to it from the 'News & Events' link. A red 'CONTACT US' button is located on the right side of the white navigation bar. The main content area has a background image of two smiling children. The heading 'Knowledge is Opportunity' is displayed in large, dark text. Below the heading, two paragraphs of text describe Cognia's mission and resources. A red button labeled 'NEW COVID-19 RESOURCES' is positioned below the text. At the bottom, a dark banner displays the website URL 'www.cognia.org' in white text. A small Cognia logo is visible in the bottom left corner.

cognia

COVID-19 Services News & Events **LOGIN** PAY ONLINE SEARCH The Source Why Cognia

CONTACT US

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.

NEW COVID-19 RESOURCES

www.cognia.org

Login

Email Address

ojolayemi@advanc-ed.org

Password

Login

[Request Password](#)

[Contact us for login help](#)

or log in to
ASSIST™

myJourney™

Enter your login credentials:
Email address and password



Select the institution


myJourney™

Select Institution

Welcome, OSIRIS ▾

Which institution would you like to view?

Search by Institution name, location or customer number



×

"Show Me How" Academy
Cheraw, 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

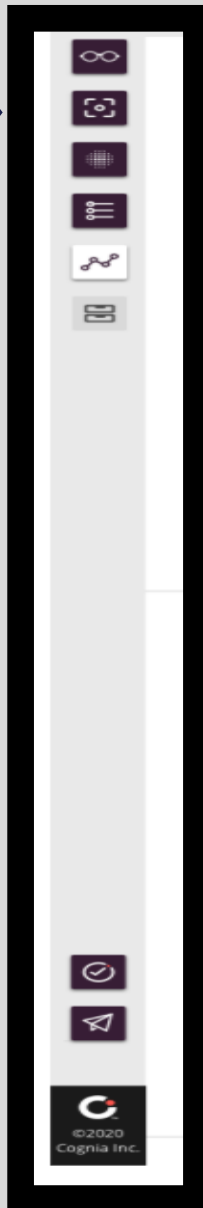
ShaModd and **Me**
St. Louis, Missouri 63138 59116
313157

St. Joseph County ISD
Centreville, Michigan 49032 14
261890

Sequoia Village School
Show Low, Arizona 85901 24943
47969

Lexington Life Academy-**Show** Low
Show Low, Arizona 85901 59314

Surveys from the new navigation pane



Cobb County School District
Institution Update

myJourney™

Welcome, Lauren ▾

Resources

e Prove elect

An observation has not been created for this institution

[Go to eProve elect](#)

[Learn More](#)

e Prove elect

An observation has not been created for this institution

[Go to eProve elect](#)

[Learn More](#)

Administrations [Surveys](#)

[All \(6\)](#) [30 Days \(0\)](#) [School Comparison \(6\)](#) ▾

	Administrations Completed	Administrations In Progress
Climate & Culture Surveys	0	1
Student Engagement Surveys	0	0
Inventories	0	0
Perception Surveys	4	0
Evaluation Surveys	0	0
Other	1	0
Total:	5	1

Surveys Taken [Reporting](#)

[All \(75022\)](#) [30 Days \(0\)](#) [School Comparison \(75022\)](#) ▾

e Prove surveys

[Go to surveys](#)

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To access surveys

Administrations

 Surveys

All (253) 30 Days (5) 2019-20 SY (12)



	Administrations Completed	Administrations in Progress
 Climate & Culture Surveys	22	14
 Student Engagement Surveys	1	4
 Inventories	9	8
 Perception Surveys	0	2
 Evaluation Surveys	0	0
Other	59	134
Total:	91	162

Surveys Taken

 Reporting

All (2949) 30 Days (1) 2019-20 SY (38)

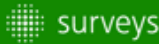




e|Prove surveys



Go to surveys

Surveys landing page








New Survey


You have 32 Draft survey(s) awaiting completion. [View your draft surveys now.](#)

Surveys 44 surveys

Name	Owner	Respondents	Created	▼	Status	
Climate & Culture Elementary School Student Survey_110519  Climate & Culture Elementary School Student Survey	Me "Show Me How" Academy		Nov 05 2019		Draft	⋮
Climate & Culture Parent Survey_110319  Climate & Culture Parent Survey	Janet Clark "Show Me How" Academy		Nov 03 2019		Draft	⋮
Custom_110219 Custom_110219	Janet Clark "Show Me How" Academy		Nov 02 2019		Draft	⋮
2019-2020 Elementary Student Engagement Survey (Grades 3-5)_110219  2019-2020 Elementary Student Engagement Survey (Grades 3-5)	Janet Clark "Show Me How" Academy		Nov 02 2019		Draft	⋮

To start a new survey,
click the New Survey
button.

To access the administrative menu


surveys


Logged in as
OSIRIS JOLAYEMI
[Logout](#)


You have 38 Draft survey(s) awaiting completion. [View your draft surveys now.](#)


Demo SEA- Business Development


Filter by All

 Surveys





 Content Library


 Reporting

 Manage Users

 App Help & Resources

Administrative menu button

Name	Owner	Respondents
Parent Survey about Remote Learning (3-12)_Domestic_072220  Parent Survey about Remote Learning (3-12)	Me Demo SEA- Business Development	
Linda's survey Linda's survey	Linda Erzah Demo SEA- Business Development	1
Teacher Survey about Remote Teaching (Grades K-5)_052820  Teacher Survey about Remote Teaching (Grades K-5)_Domestic	Linda Erzah Demo SEA- Business Development	
Christian Identity Parent Survey_041420  Christian Identity Parent Survey (Effective 2015)	Linda Erzah Demo SEA- Business Development	1
Parent Survey for Early Learning Schools _041420  Parent Survey for Early Learning Schools	Linda Erzah Demo SEA- Business Development	1

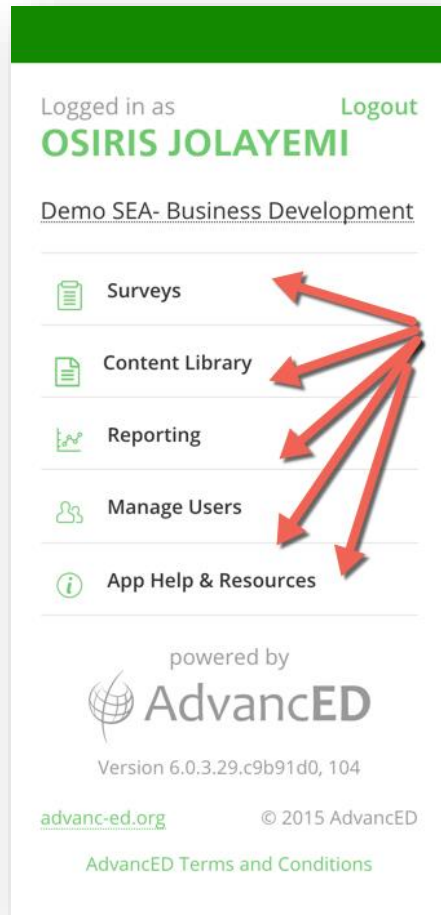
powered by
 **AdvancED**
Version 6.0.3.29.c9b91d0, 104

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[AdvancED Terms and Conditions](#)






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

 surveys [New Content](#)

Browse Content

Filter By All


My Content

AdvancED Certified Content

Target Group	Content Name	Description	Status	Actions
Student	Custom_Template_090419	None	Draft	⋮
Student	Custom_Template_090419	None	Draft	⋮
Student	Custom_Template_073118 Testing Content	None	Unpublished	⋮
Student	Custom_Template_061918	None	Published	⋮
Student	Reporting Test Template- Master	None	Published	⋮
Student	South Carolina SES Survey	None	Unpublished	⋮



View My Content surveys

 surveys [New Content](#)

Browse Content

Filter By

All

My Content


AdvancED Certified Content

Target Group	Content Name	Description	Status	Actions
	Custom_Template_090419	None	Draft	⋮
	Custom_Template_090419	None	Draft	⋮
Student	Custom_Template_073118 Testing Content	None	Unpublished	⋮
Student	Custom_Template_061918	None	Published	⋮
Student	Reporting Test Template-Master	None	Published	⋮
Student	South Carolina SES Survey	None	Unpublished	⋮

Select the "My Content" Tab to view the institutions custom surveys



View Certified Content surveys



surveys

New Content













Browse Content

Filter By

All

My Content

AdvancED Certified Content

Target Group	Content Name	Description	Status	Actions
	 Teacher Survey about Remote Teaching (Grade...	This survey asks teachers about their feelings and experiences while teaching remotely due to COVID-19.	Published	
	 Teacher Survey about Remote Teaching (Grade...	This survey asks teachers about their feelings and experiences while teaching remotely due to COVID-19. (International)	Published	
Staff	 Teacher Survey about Remote Teaching (Grade...	This survey asks teachers about their feelings and experiences while teaching remotely due to COVID-19.	Published	
Staff	 Teacher Survey about Remote Teaching (Grade...	This survey asks teachers about their feelings and experiences while teaching remotely due to COVID-19. (International)	Published	
Family & Community	 Parent Survey about Remote Learning (3-12)	This survey asks parents/caregivers about their feelings and experiences while their child(ren) is learning remotely due to COVID-19.	Published	
Family & Community	 Parent Survey about Remote Learning (3-12)	This survey asks parents/caregivers about their feelings and experiences while their	Published	

Select "Certified Content" to view and access surveys



Manage users

Manage Users

Apply to Selected ▾

Select 'Manage Users' from the Administrative menu to view and add users.

Filter By: All Users ▾ 🔍

Add User Upload Multiple

<input type="checkbox"/>	Last	First	Institution	Status	Role	
<input type="checkbox"/>	Borg	Martin	Demo SEA- Business Development	Enabled	Admin	⋮
<input type="checkbox"/>	Bourisaw	Diana	Demo SEA- Business Development	Invited	Admin	⋮
<input type="checkbox"/>	Derby	Julie	Demo SEA- Business Development	Invited	Admin	⋮
<input type="checkbox"/>	Erzah	Linda	Demo SEA- Business Development	Enabled	Admin	⋮
<input type="checkbox"/>	Erzah	Linda	Demo SEA- Business Development	Enabled	Admin*	⋮
<input type="checkbox"/>	Gushta	Matthew	Demo SEA- Business Development	Enabled	Admin*	⋮

Adding users

surveys

Manage Users

Filter By All Users

Apply to Selected

Add User

Upload Multiple

<input type="checkbox"/>	Last	First	Institution	Status	Role	
<input type="checkbox"/>	DeLaughter	Rae	Louisiana Operations	Invited	Admin	
<input type="checkbox"/>	Poplus	Ray	Louisiana Operations	Invited	Admin	

Add User

First Name

Last Name

Email

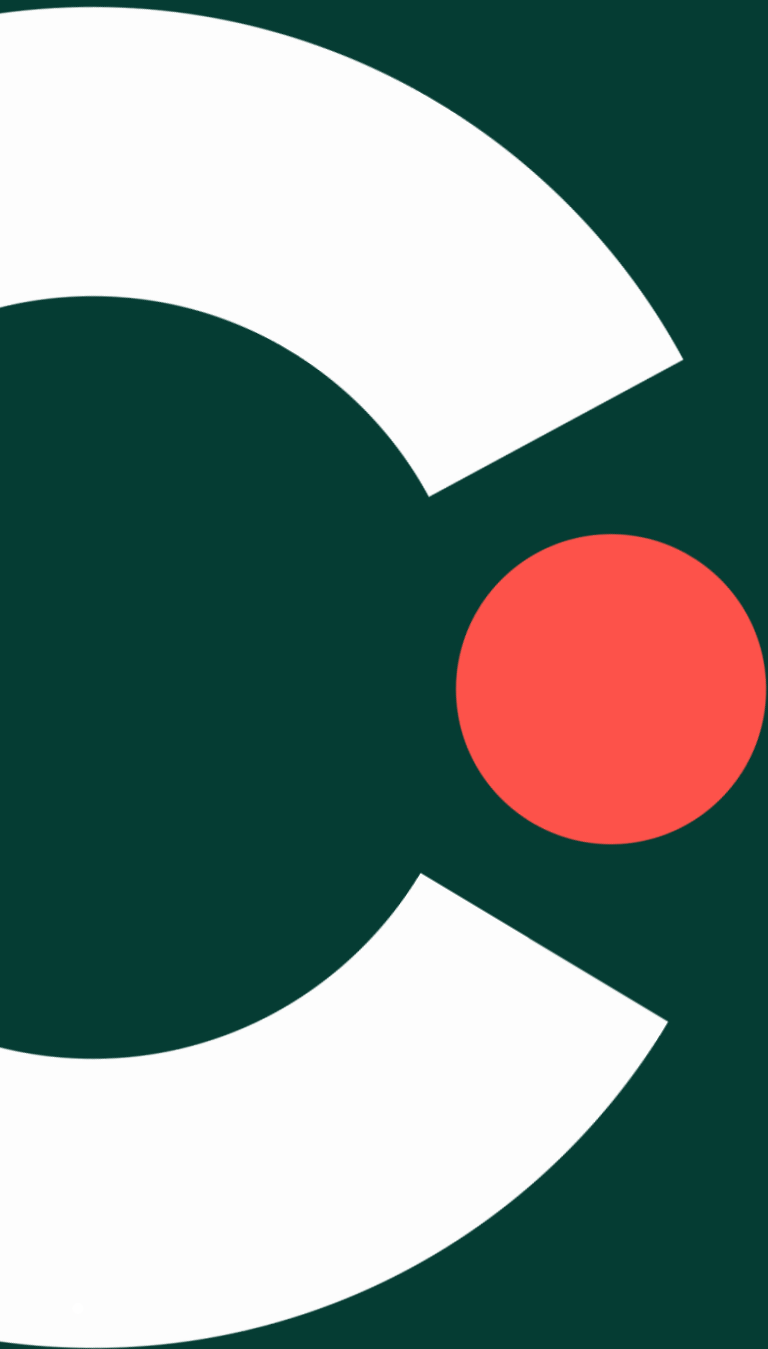
Role

☒ Send account access email to user

Select Role

☐ Allow access to Student Personal Identifiable Information and Roster

Submit




Creating surveys

Cognia Certified Content
and adding questions to Certified
Content

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.







Cognia Certified Content surveys

 surveys [New Content](#)

Browse Content

Filter By All

AdvancED Certified Content

Target Group	Content Name	Description	Status	Actions
Staff	 Teacher Survey about Remote Teaching (Grade...	This survey asks teachers about their feelings and experiences while teaching remotely due to COVID-19.	Published	⋮
	 Teacher Survey about Remote Teaching (Grade...	This survey asks teachers about their feelings and experiences while teaching remotely due to COVID-19. (International)	Published	⋮
Staff	 Teacher Survey about Remote Teaching (Grade...	This survey asks teachers about their feelings and experiences while teaching remotely due to COVID-19.	Published	⋮
Staff	 Teacher Survey about Remote Teaching (Grade...	This survey asks teachers about their feelings and experiences while teaching remotely due to COVID-19. (International)	Published	⋮
Family & Community	 Parent Survey about Remote Learning (3-12)	This survey asks parents/caregivers about their feelings and experiences while their child(ren) is learning remotely due to COVID-19.	Published	⋮
Family & Community	 Parent Survey about Remote Learning (3-12)	This survey asks parents/caregivers about their feelings and experiences while their	Published	⋮

Creating a survey: With Certified Content

surveys

New Survey

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

Surveys

13 surveys

Filter by

All

All

Name	Owner	Respondents	Created	
<div><div>Climate & Culture Elementary School Student Survey_082918</div><div><div></div>Climate & Culture Elementary School Student Survey</div></div>	Ray Poplus Louisiana Operations		Aug 29 2018	
<div><div>New Standards, Protocol, Resources and Tools Training Survey - Copy</div><div>New Standards, Protocol, Resources and Tools Training Survey - Copy</div></div>	Me Louisiana Operations		Aug 20 2018	Draft ⋮
<div><div>Middle & High School Student Inventory (International)_073118</div><div><div></div>Middle & High School Student Inventory (International)</div></div>	Ray Poplus Louisiana Operations		Jul 31 2018	Open ⋮
2018 Lead Evaluator/Team Member Survey	Me	54	May 21	Closed ⋮

Create a Survey with AdvancED Certified Content™

Climate & Culture Elementary School Student Survey

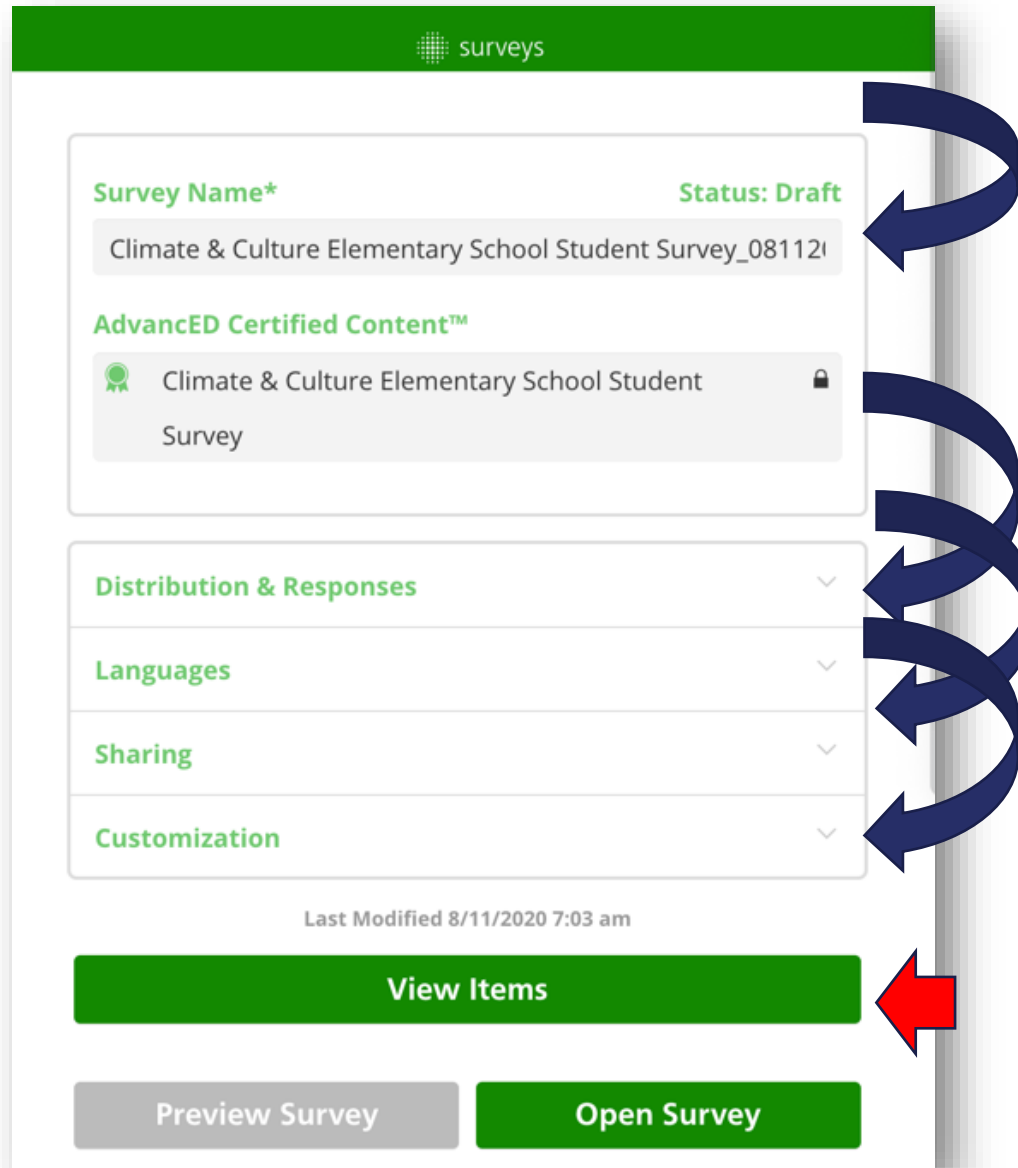
Climate & Culture Middle & High School Student Survey

Climate & Culture Parent Survey

[Browse Content Library](#)

Create a New Survey

Creating a survey



The screenshot shows a web interface for creating a survey. At the top is a green header with a grid icon and the word "surveys". Below this is a form with several sections. The first section is "Survey Name*" with a green "Status: Draft" label. The text "Climate & Culture Elementary School Student Survey_081121" is entered. The second section is "AdvancED Certified Content™" with a green icon and the text "Climate & Culture Elementary School Student Survey". Below this are four expandable sections: "Distribution & Responses", "Languages", "Sharing", and "Customization", each with a green title and a downward arrow. At the bottom of the form is a green button labeled "View Items", a grey button labeled "Preview Survey", and a green button labeled "Open Survey". A timestamp "Last Modified 8/11/2020 7:03 am" is visible above the "View Items" button. Blue curved arrows on the right side of the form point from the "Survey Name" section to the "Distribution & Responses" section, and then to the "Languages", "Sharing", and "Customization" sections. A red arrow points from the "View Items" button to the right.

surveys

Survey Name* Status: Draft

Climate & Culture Elementary School Student Survey_081121

AdvancED Certified Content™

Climate & Culture Elementary School Student Survey

Distribution & Responses

Languages

Sharing

Customization

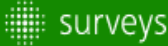
Last Modified 8/11/2020 7:03 am

View Items

Preview Survey Open 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* Status: Draft

2020-2021 Virtual Learning Sessions Survey 2

Distribution & Responses

Languages

Sharing


Customization

Last Modified 7/14/2020 11:10 am

Add New items

Preview SurveyOpen Survey





Distribution & Responses

Share this link to collect responses for your survey:

<https://eprovesurveys.advanc-ed.org/surveys/#/action/1>

Response Goal: Enter target #

☐ Require a code to take this survey

Manage Codes 0 Codes

Languages

Sharing


Customization

Last Modified 8/11/2020 7:03 am

View Items



Creating a survey: Languages

 surveys

Survey Name*

Status: Draft

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

 surveys

Survey Name*

Status: Closed

2020-2021 Institute Survey

Distribution & Responses

Languages

All custom items must be manually translated before survey can be published.

<input checked="" type="checkbox"/> English	<input type="checkbox"/> Mandarin Chinese
<input type="checkbox"/> Spanish	<input type="checkbox"/> Arabic
<input type="checkbox"/> Portuguese	<input type="checkbox"/> Russian
<input type="checkbox"/> Haitian Creole	<input type="checkbox"/> German

Sharing

Creating a survey: Sharing & customization

surveys

Survey Name*

Status: Draft

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



surveys

Survey Name*

Status: Closed

2020-2021 Institute Survey

Distribution & Responses

Languages

Sharing

Customization

When complete

When the survey taker completes the survey:

Redirect to

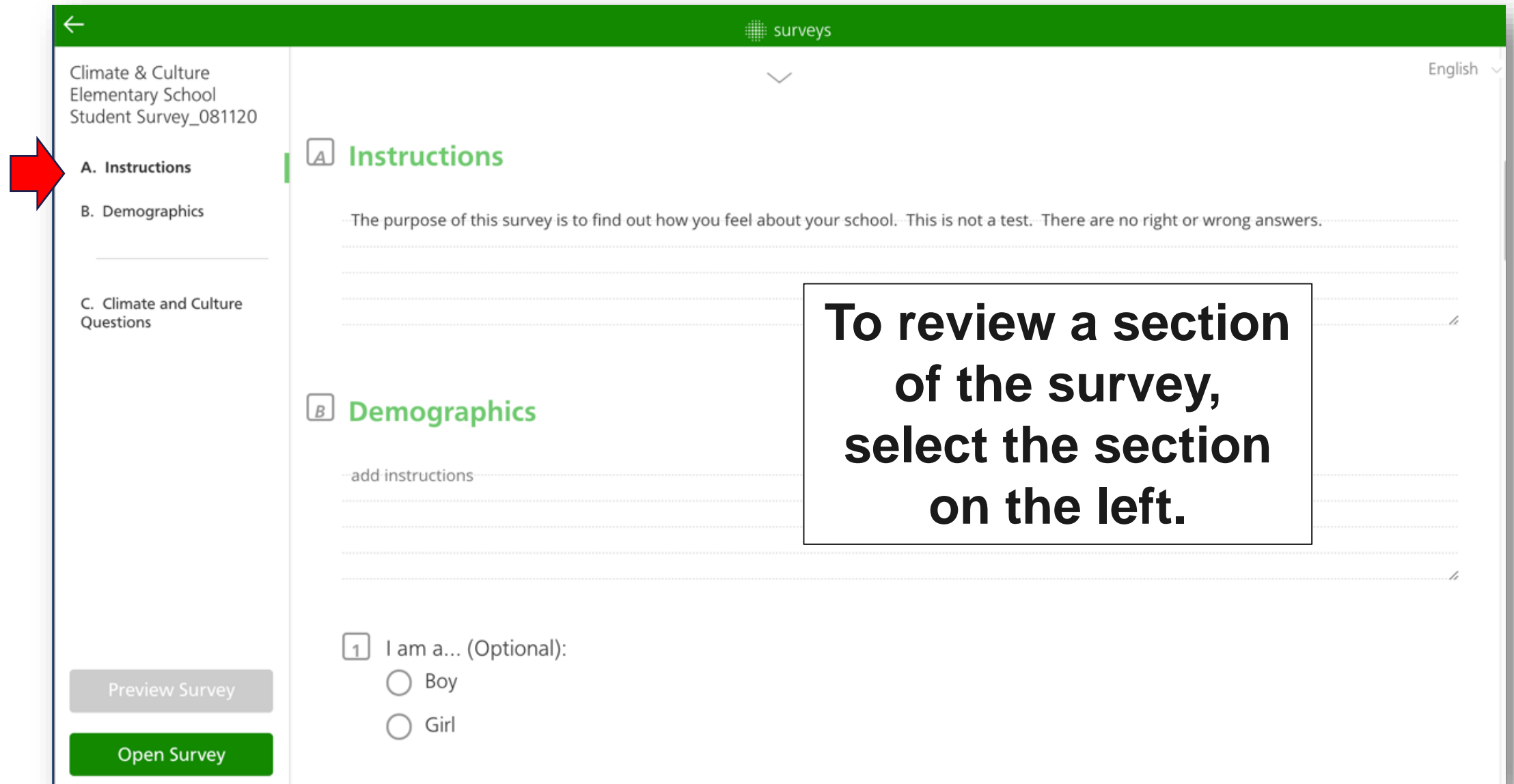
Reset

https://www.advanc-ed.org/e provesurveys/

☐ Show section titles to survey takers



Creating a survey: View items



The screenshot shows a web interface for creating a survey. At the top, a green header bar contains a back arrow, a 'surveys' label with a grid icon, and a language dropdown set to 'English'. The left sidebar, titled 'Climate & Culture Elementary School Student Survey_081120', lists three sections: 'A. Instructions', 'B. Demographics', and 'C. Climate and Culture Questions'. A red arrow points to this sidebar. The main content area displays the 'Instructions' section, which includes a text box with the survey's purpose. Below this is the 'Demographics' section, starting with a question '1 I am a... (Optional):' and two radio button options: 'Boy' and 'Girl'. At the bottom left, there are two buttons: 'Preview Survey' (grey) and 'Open Survey' (green).

Climate & Culture Elementary School Student Survey_081120

A. Instructions

B. Demographics

C. Climate and Culture Questions

Preview Survey

Open Survey

surveys

English

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

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

add instructions

1 I am a... (Optional):

☐ Boy

☐ Girl

Three default sections of the survey

The screenshot shows a survey interface for 'Climate & Culture Elementary School Student Survey_081320'. The interface has a green header bar with a back arrow and the word 'surveys'. On the left, there is a sidebar with three sections: 'A. Instructions', 'B. Demographics', and 'C. Climate and Culture Questions'. The main content area displays the 'Instructions' section, which is highlighted with a red oval and a red arrow. Below the instructions, there are several horizontal lines for text input. The 'Demographics' section is also highlighted with a red oval and a red arrow, and it contains two questions: '1 I am a... (Optional):' with radio buttons for 'Boy' and 'Girl', and '2 I am... (Optional):' with radio buttons for 'American Indian or Alaska Native', 'Asian', and 'Black or African American'. The 'Climate and Culture Questions' section is highlighted with a red oval and a red arrow, but its content is not visible in the screenshot. At the bottom left, there are two buttons: 'Preview Survey' and 'Open Survey'.

← surveys English

Climate & Culture Elementary School Student Survey_081320

A. Instructions

B. Demographics

C. Climate and Culture Questions

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

add instructions

1 I am a... (Optional):

☐ Boy

☐ Girl

2 I am... (Optional):

☐ American Indian or Alaska Native

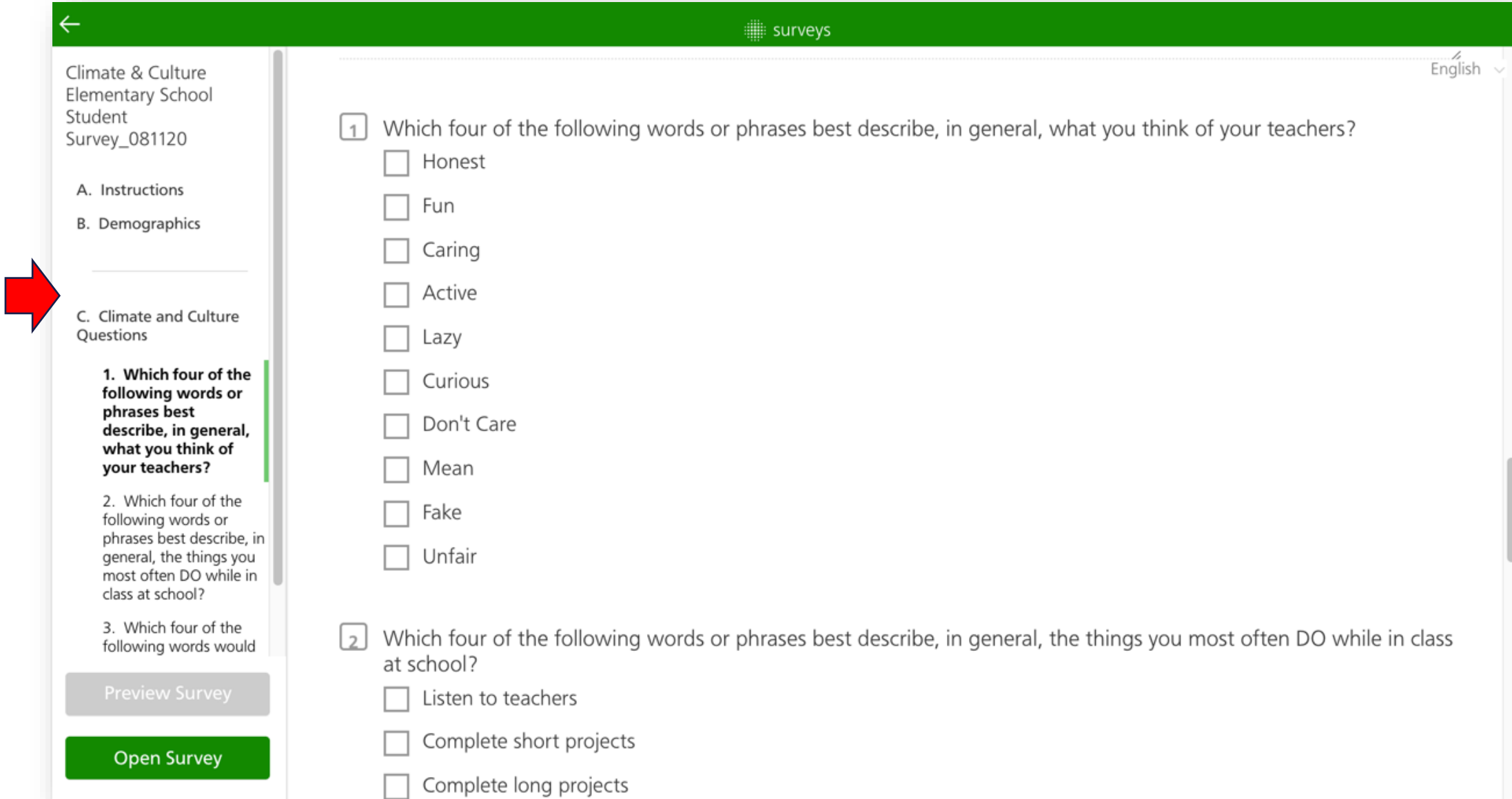
☐ Asian

☐ Black or African American

Preview Survey

Open Survey

Scroll up or down to view items



The screenshot shows a survey interface with a green header bar. On the left is a sidebar with a scroll bar. A red arrow points to the sidebar. The main area contains two questions with multiple-choice options.

← surveys English

Climate & Culture
Elementary School
Student
Survey_081120

A. Instructions
B. Demographics

C. Climate and Culture Questions

1. Which four of the following words or phrases best describe, in general, what you think of your teachers?

2. Which four of the following words or phrases best describe, in general, the things you most often DO while in class at school?

3. Which four of the following words or phrases would

Preview Survey

Open Survey

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



Survey Name* Status: Draft

Climate & Culture Elementary School Student Survey_081420

AdvancED Certified Content™

Climate & Culture Elementary School Student Survey

Distribution & Responses ▾

Languages ▾

Sharing ▾

Customization ▾

Last Modified 8/14/2020 8:43 am

View Items

Preview Survey **Open Survey**



← surveys English ▾

Climate & Culture Elementary School Student Survey_081420

A. Instructions

B. Demographics

1. I am a... (Optional):
2. I am... (Optional):
3. I am... (Optional):
4. My grade in school is...
5. How long have you been a student at this school?

C. Climate and Culture Questions

D. New Section

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.

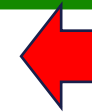
B Demographics

add instructions

1 I am a... (Optional):

Preview Survey

Open Survey



← surveys English ▾

Climate & Culture Elementary School Student Survey_081420

A. Instructions

B. Demographics

C. Climate and Culture Questions

D. New Section

add instructions

Add Item Section Page break Message

end of survey

Preview Survey

Open Survey



Using emoticons

The screenshot shows the 'Add Item' dialog in the surveys tool. The question is '1. This is how I feel about coming to school.' The 'Answer type' is set to 'Opinion Scale', which is highlighted with a red arrow. The 'Number of Points' is set to 5. The 'Include N/A Option' and 'Required' checkboxes are unchecked. The 'Preview Survey' and 'Open Survey' buttons are at the bottom.

← surveys

Climate & Culture Elementary School Student Survey_081420 English

A. Instructions
B. Demographics

C. Climate and Culture Questions
D. Classroom Questions

1. This is how I feel about coming to school.

1 This is how I feel about coming to school.

Assessment add tags

Answer type: Pick One

Required

Opinion Scale

Preview Survey Open Survey

The screenshot shows the 'Add Item' dialog in the surveys tool. The question is '1. This is how I feel about coming to school.' The 'Answer type' is set to 'Opinion Scale'. The 'Number of Points' is set to 5. The 'Include N/A Option' and 'Required' checkboxes are unchecked. The 'Use emoticons' checkbox is checked, which is highlighted with a red arrow. The 'Preview Survey' and 'Open Survey' buttons are at the bottom.

← surveys

Climate & Culture Elementary School Student Survey_081420 English

A. Instructions
B. Demographics

C. Climate and Culture Questions
D. Classroom Questions

1. This is how I feel about coming to school.

1 This is how I feel about coming to school.

Assessment add tags

Answer type: Opinion Scale

Strongly Agree Agree Neutral Disagree Strongly Disagree

5 4 3 2 1

Number of Points

3 4 5

Include N/A Option Use emoticons Required

Preview Survey Open Survey

The screenshot shows the 'Add Item' dialog in the surveys tool. The question is '1. This is how I feel about coming to school.' The 'Answer type' is set to 'Opinion Scale'. The 'Number of Points' is set to 5. The 'Include N/A Option' and 'Required' checkboxes are unchecked. The 'Use emoticons' checkbox is checked, which is highlighted with a red arrow. The 'Preview Survey' and 'Open Survey' buttons are at the bottom.

← surveys

Climate & Culture Elementary School Student Survey_081420 English

A. Instructions
B. Demographics

C. Climate and Culture Questions
D. Classroom Questions

1. This is how I feel about coming to school.

1 This is how I feel about coming to school.

Assessment add tags

Answer type: Opinion Scale

Strongly Agree Agree Neutral Disagree Strongly Disagree

5 4 3 2 1

Number of Points

3 4 5

Include N/A Option Use emoticons Required

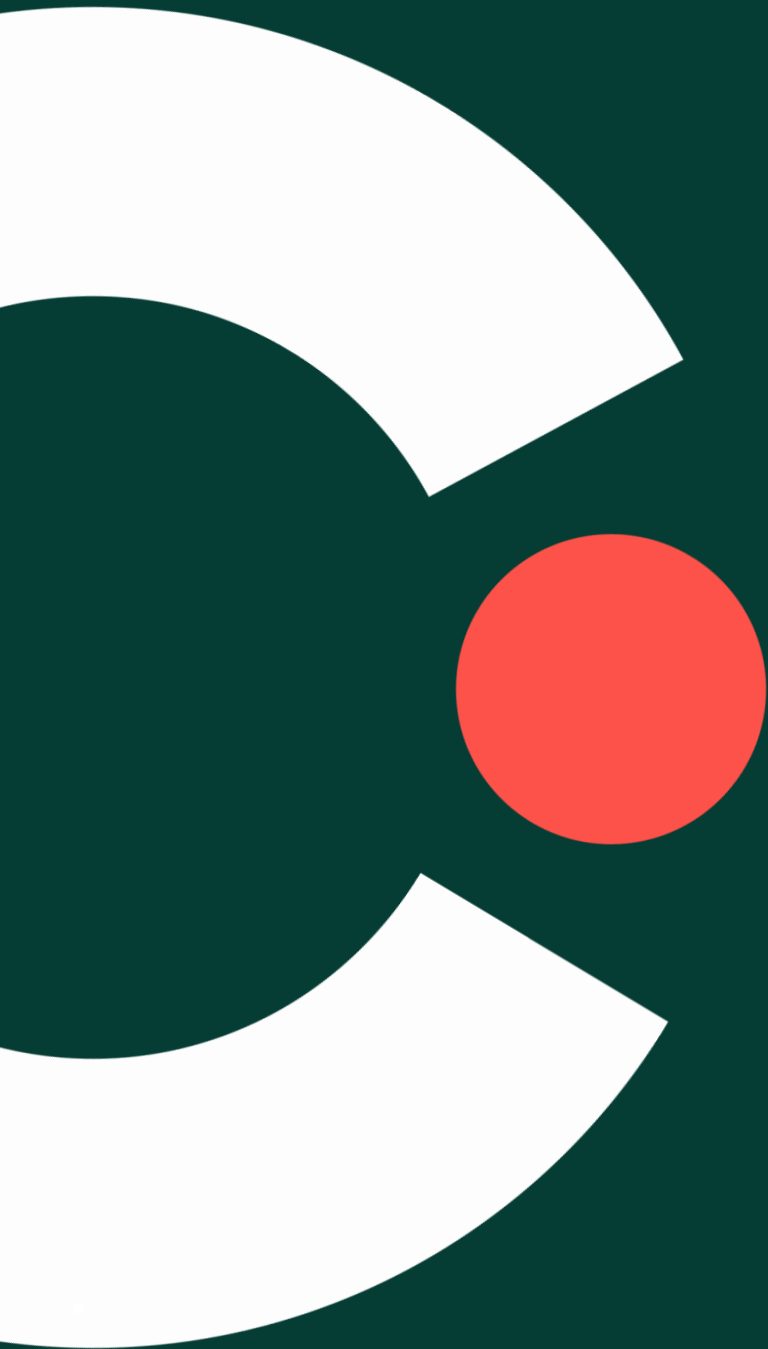
Preview Survey Open Survey

Additional answer choices

☐ Include N/A Option

☐ Required


The screenshot displays a survey editor interface. On the left, a sidebar lists sections: "Climate & Culture Elementary School Student Survey_081420", "A. Instructions", "B. Demographics", "C. Climate and Culture Questions", and "D. Classroom Questions". The "Classroom Questions" section is active, showing a question: "1. This is how I feel about coming to school." Below the question, there are two buttons: "Preview Survey" and "Open Survey". A large red arrow points from the "Open Survey" button towards the right. The main area shows the question editor for "1. This is how I feel about coming to school." The question is marked as an "Assessment" and has a tag "add tags". The "Answer type" is set to "Opinion Scale". The scale is a horizontal line with five points labeled "Strongly Agree", "Agree", "Neutral", "Disagree", and "Strongly Disagree". Below the scale, there are three input boxes for "Number of Points" with values "3", "4", and "5". At the bottom of the question editor, there are two checkboxes: "Include N/A Option" and "Required". The bottom of the interface has a toolbar with icons for "Add", "Item", "Section", "Page break", and "Message".



Creating surveys

Custom content

Creating a survey: With custom content





New Survey


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


Surveys 13 surveys


Filter by All All

Name	Owner	Respondents	Created	
Climate & Culture Elementary School Student Survey_082918  Climate & Culture Elementary School Student Survey	Ray Poplus Louisiana Operations		Aug 29 2018	
New Standards, Protocol, Resources and Tools Training Survey - Copy New Standards, Protocol, Resources and Tools Training Survey - Copy	Me Louisiana Operations		Aug 20 2018	Draft ⋮
Middle & High School Student Inventory (International)_073118  Middle & High School Student Inventory (International)	Ray Poplus Louisiana Operations		Jul 31 2018	Open ⋮
2018 Lead Evaluator/Team Member Survey	Me	54	May 21	Closed ⋮

Create a Survey with AdvancED Certified Content™

 Climate & Culture Elementary School Student Survey

 Climate & Culture Middle & High School Student Survey

 Climate & Culture Parent Survey

[Browse Content Library](#)

Create a 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**.

The screenshot displays the survey creation interface. At the top, there is a green header bar with a back arrow and the word 'surveys'. Below this, the 'Survey Name*' field is set to 'Custom_081720', and the status is 'Draft'. To the right of the name field is a 'Status: Draft' label. Below the name field are four expandable sections: 'Distribution & Responses', 'Languages', 'Sharing', and 'Customization', each with a downward arrow. Below these sections, it says 'Last Modified 8/17/2020 8:48 am'. There are two buttons: a green 'Add New Items' button and a grey 'Preview Survey' button, followed by a green 'Open Survey' button. Below the buttons is a section titled 'Instructions' with a plus icon and a text area for 'add instructions'. Below the instructions section is a table with five columns: 'add', 'Item', 'Section', 'Page break', and 'Message'. Below the table is a section titled 'Demographics' with a plus icon and a text area for 'add instructions'.

Creating a custom survey

The screenshot shows a web interface for creating surveys. At the top is a green header with a globe icon and the word 'surveys'. Below this is a form for a survey named 'Custom_081720', which is in 'Draft' status. The form has several sections: 'Survey Name*' (with the name 'Custom_081720'), 'Distribution & Responses', 'Languages', 'Sharing', and 'Customization', each with a dropdown arrow. Below these sections is a timestamp 'Last Modified 8/17/2020 8:48 am'. At the bottom of the form are three buttons: 'Add New items' (green), 'Preview Survey' (grey), and 'Open Survey' (green). A small downward arrow is visible below the buttons.

- **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

The screenshot shows a web interface for creating surveys. At the top, there's a green header with the word 'surveys'. Below it, a form contains a 'Survey Name*' field with the value 'Demo - Custom1_081720' and a 'Status: Draft' label. To the right of the form, a red arrow points to the 'Survey Name' field. Below the name field, there are four expandable sections: 'Distribution & Responses', 'Languages', 'Sharing', and 'Customization'. A red arrow points to the 'Languages' section. Below these sections, it says 'Last Modified 8/17/2020 9:29 am'. At the bottom of the form, there is a large green button labeled 'Add New items' with a red arrow pointing to it. Below this button are two smaller buttons: 'Preview Survey' (grey) and 'Open Survey' (green). A small downward arrow is visible at the very bottom of the form.

Rename the
Custom
Survey



Configure
overall survey
settings



Click “Add
New Items”

←

surveys

English

Demo - Custom1_081720

A. Instructions

B. Demographics

C. Items

Preview Survey

Open Survey

A

Instructions

add instructions

B

Demographics

add instructions

Add

Item

Section

Page break

Message

Add

Item

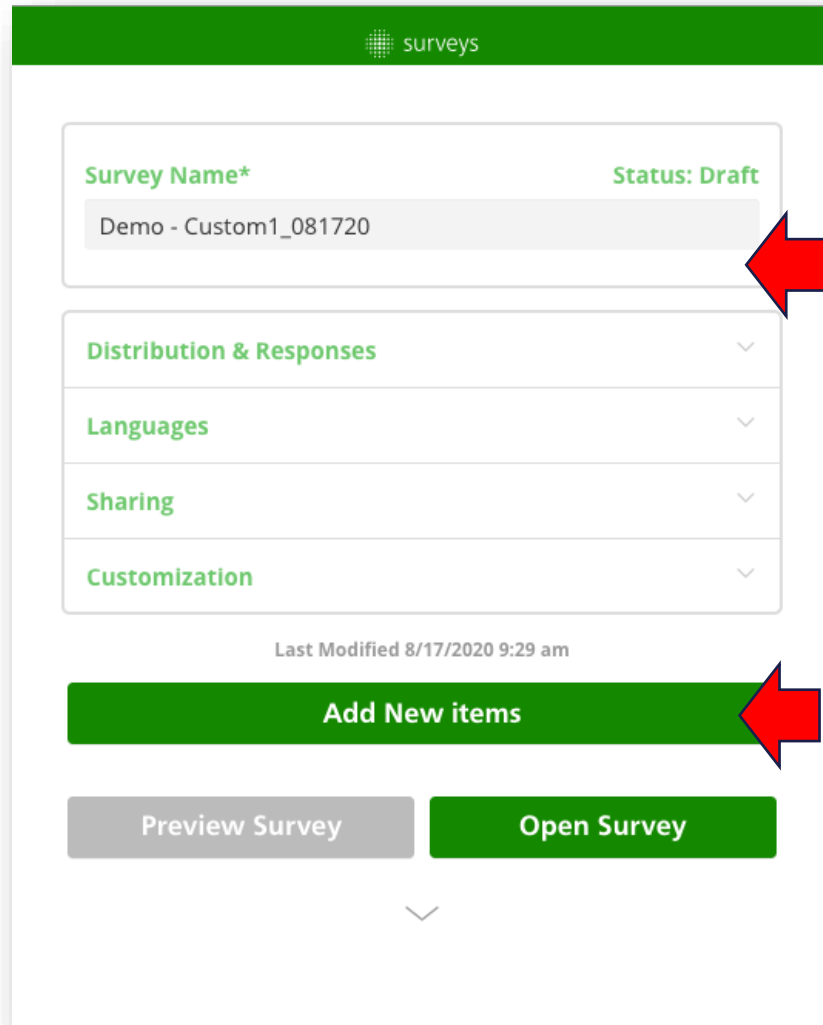
Section

Page break

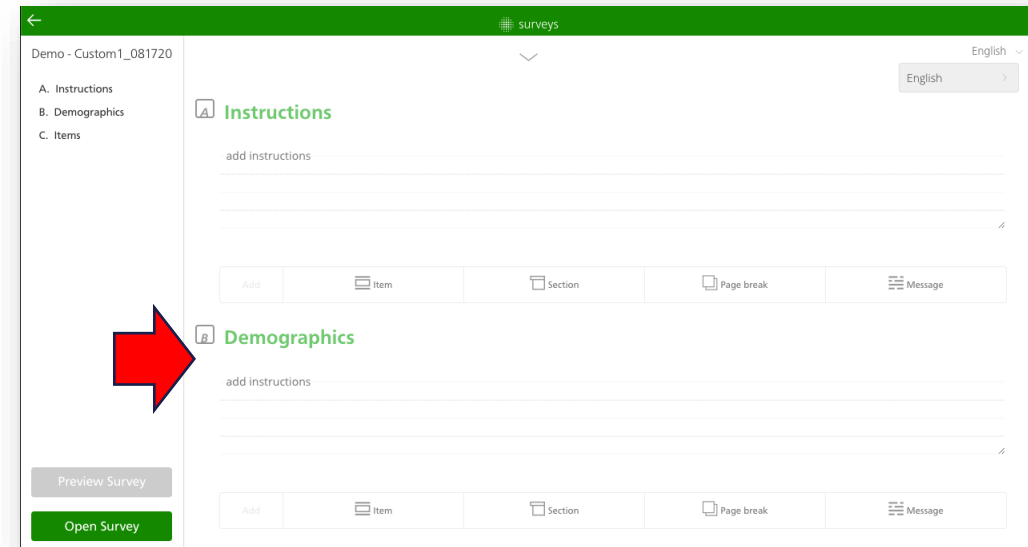
Message

Scroll down to find the three default sections of your survey:
Instructions, Demographics, and Items.

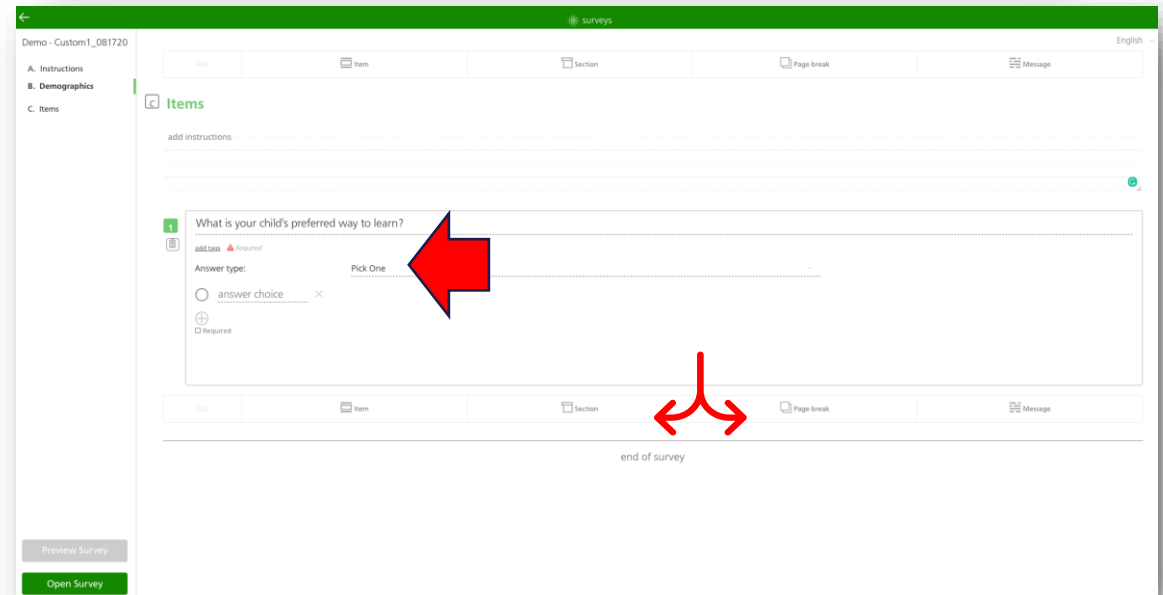
Adding an item or section to a custom survey



The screenshot shows the 'surveys' dashboard. At the top, there's a green header with the 'surveys' logo. Below it, a 'Survey Name*' field contains 'Demo - Custom1_081720' and a 'Status: Draft' label. A red arrow points to the 'Survey Name' field. Below this are four expandable sections: 'Distribution & Responses', 'Languages', 'Sharing', and 'Customization'. At the bottom, there's a green button labeled 'Add New items' with a red arrow pointing to it, and two other buttons: 'Preview Survey' and 'Open Survey'. The text 'Last Modified 8/17/2020 9:29 am' is visible above the 'Add New items' button.



The screenshot shows the 'Instructions' and 'Demographics' sections of the survey editor. The 'Instructions' section has a text area for 'add instructions' and a toolbar with buttons for 'Add', 'Item', 'Section', 'Page break', and 'Message'. The 'Demographics' section also has a text area for 'add instructions' and the same toolbar. A red arrow points to the 'Demographics' section header. At the bottom, there are 'Preview Survey' and 'Open Survey' buttons.

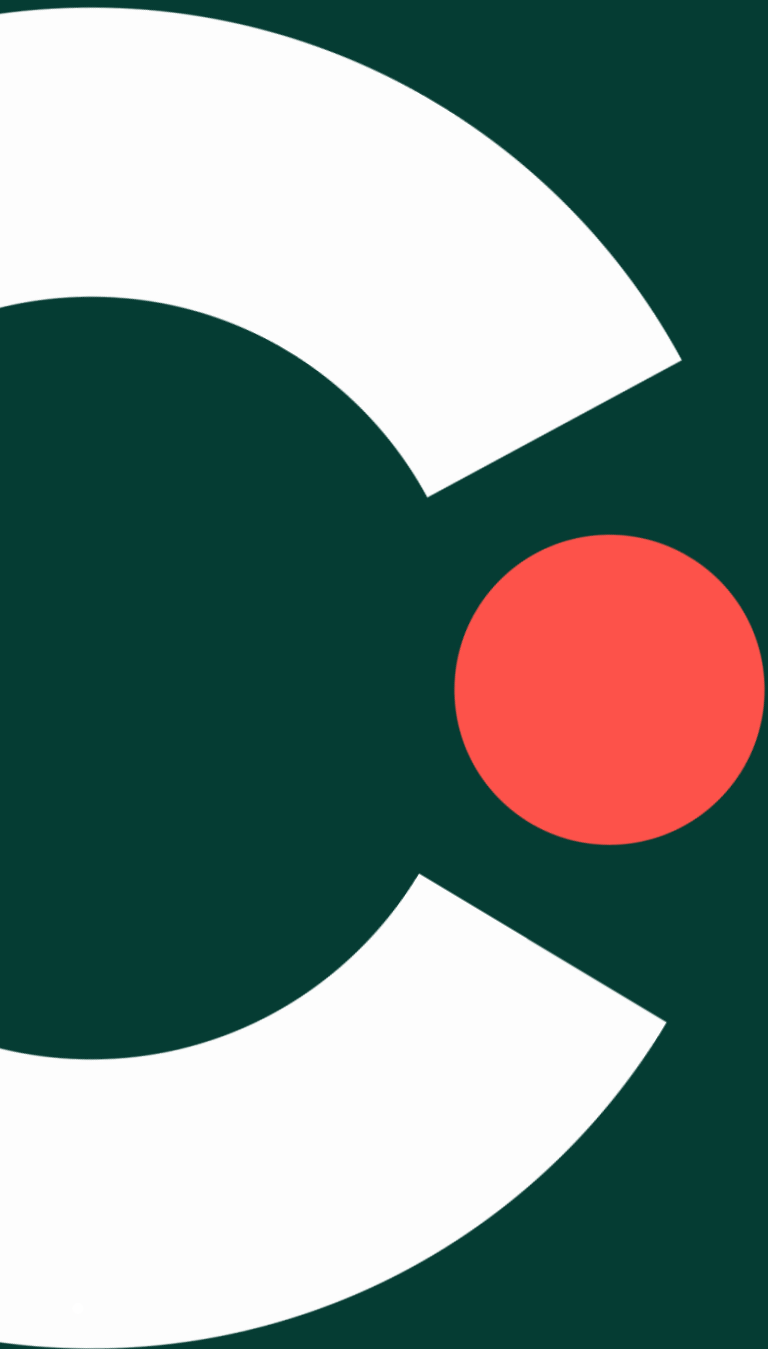


The screenshot shows the 'Items' section of the survey editor. A question is being added: 'What is your child's preferred way to learn?'. The 'Answer type' is set to 'Pick One'. A red arrow points to the 'Pick One' option. Below the question, there's a toolbar with buttons for 'Add', 'Item', 'Section', 'Page break', and 'Message'. At the bottom, there are 'Preview Survey' and 'Open Survey' buttons. The text 'end of survey' is visible at the bottom right.

Open-ended questions:


- All open-ended questions must be downloaded and individually tallied

The image shows two screenshots of a survey management interface. The top screenshot is the 'Open Survey' view for a survey titled 'Climate & Culture Elementary School Student Survey_081420'. It shows a list of questions on the left, with the first question selected: '1. What suggestions do you have to improve our school?'. The question is marked with a green checkmark and has a tag 'Culture/Environment'. The answer type is 'Text Field'. A red arrow points to the 'Text Field' label. The bottom screenshot is the 'View Report' view for the same survey. It shows a 'CSV Report' dialog box with the following text: '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.' Below this, it says 'Only the currently-selected surveys and filters will be included in your report.' There are three radio button options: 'CSV Raw (Raw data only.)', 'CSV Unstacked (Raw data only.)', and 'Include ONLY open-ended items'. A red arrow points to the 'Include ONLY open-ended items' checkbox. At the bottom of the dialog are 'Cancel' and 'Export' buttons.



Distributing and opening a survey

Distributing a survey

 surveys

Survey Name*

Status: Draft

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

 surveys

Distribution & Responses

Share this link to collect responses for your survey:

<https://eprovesurveys.advanc-ed.org/surveys/#/action/1>

Response Goal: Enter target #

☐ Require a code to take this survey

Manage Codes

0 Codes

Languages


Sharing

Customization

Last Modified 8/4/2020 3:10 pm

Add New items

Opening a survey

 surveys

Survey Name***Status: Draft**

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***Status: Draft**

2020-2021 Virtual Learning Sessions Survey 2

Are you sure you want to open this survey?

Once a survey is open it cannot be deleted.

Cancel

OK


Last Modified 7/14/2020 11:10 am

Add New items

Preview Survey

Open Survey

Previewing a survey

 surveys

Survey Name*

Status: Draft

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.

Mail 12:23 PM

AA eprovesurveys.advanc-ed.org

2020-2021 Virtual Learning Sessions Survey...

Please provide the name of the virtual learning session you attended.

Enter your answer here

Current role:

☐ Teacher

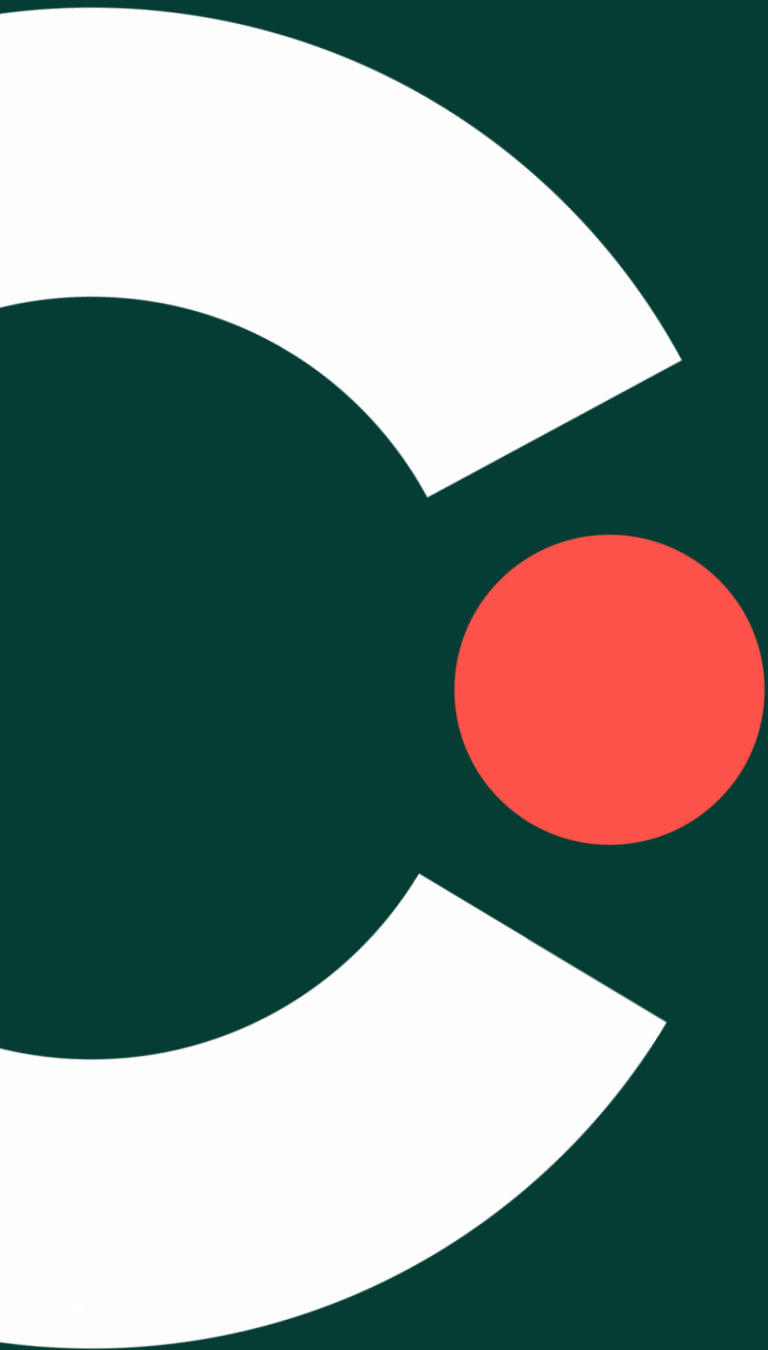
☐ School Administrator

☐ District Administrator

☐ Other

Years of Experience:

< >



Sharing a survey

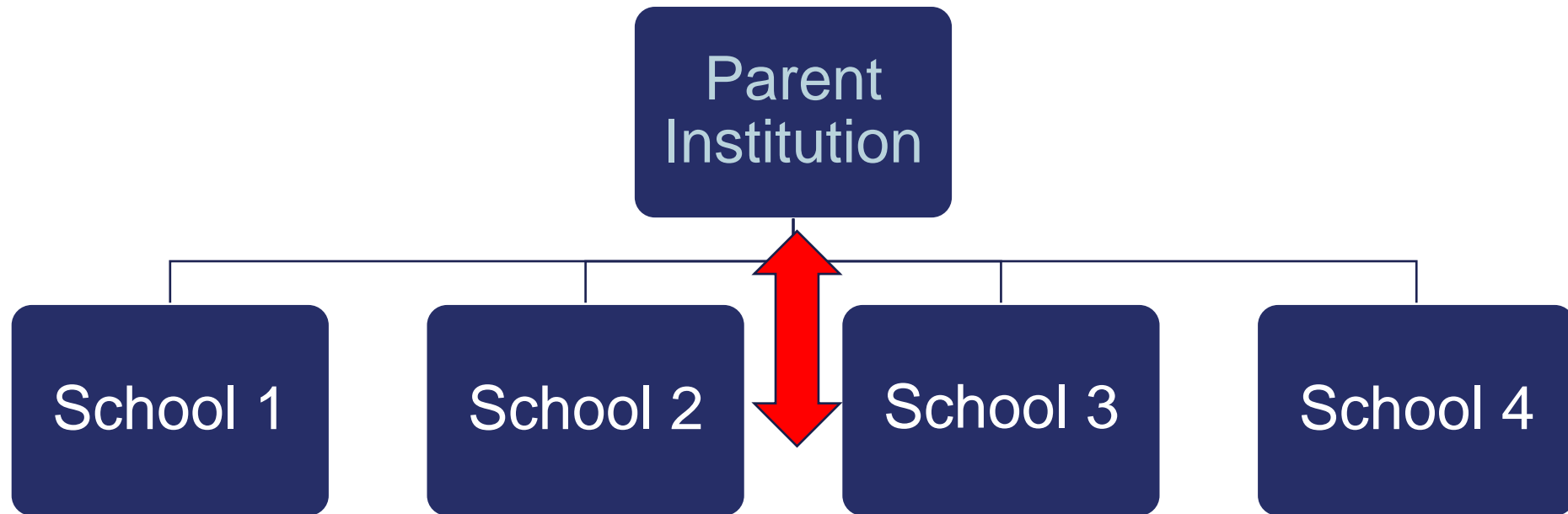


Sharing a survey

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

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

Name	Owner	Respondents	Created ▾	Status	
Alabama Technology Survey for Administrators - Copy <i>Alabama Technology Survey for Administrators</i>	Vicky Smith <i>Alabama State Department of Education School</i>		Apr 10 2020	Draft	⋮
Title I Parent Survey <i>Title I Parent Survey</i>	Melissa Adelman <i>Alabama State Department of Education School</i>		Feb 13 2018	Open	⋮
Alabama Technology Survey for Administrators <i>Alabama Technology Survey for Administrators</i>	Heather Kinsey <i>Alabama State Department of Education School</i>	1	Feb 13 2018	Draft	

 How surveys works

-  Edit
-  Download CSV
-  Generate New Report
-  View Report (08/21/18 3:55PM)
-  Copy
-  Sharing

←

→

↺

🔒

☆📁⌵🗑️👤⋮

←surveys

English

Survey Name*

Status: Open

Title I Parent Survey

Distribution & Responses

Languages

Sharing

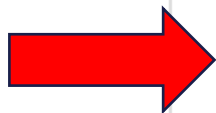
Owner: Alabama State Department of Education School

Share with institution(s)

Manage Sharing Options

↓

Activate Windows
Go to Settings to activate Windows.



Sharing: Select Institutions

Selected Institutions

Everyone In Shelby County Schools System's Network

Selected Institutions

☒ Owner ☒ Partial ☒ Checked ☒ All

☐ Filter Selected

Owner:

☒ Shelby County Schools System

☒ A. B. Hill Elementary School

☐ A. Maceo Walker Middle School

☒ Alton Elementary School

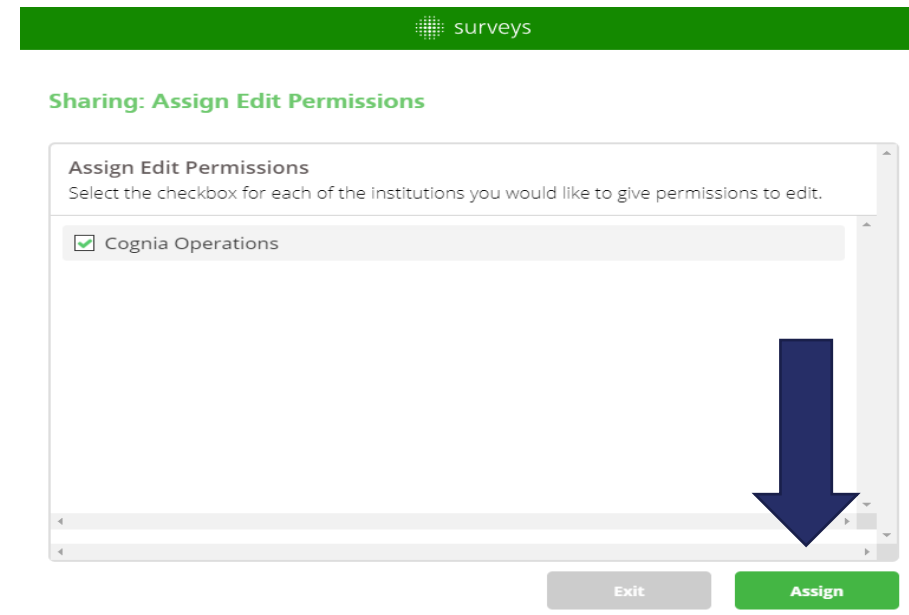
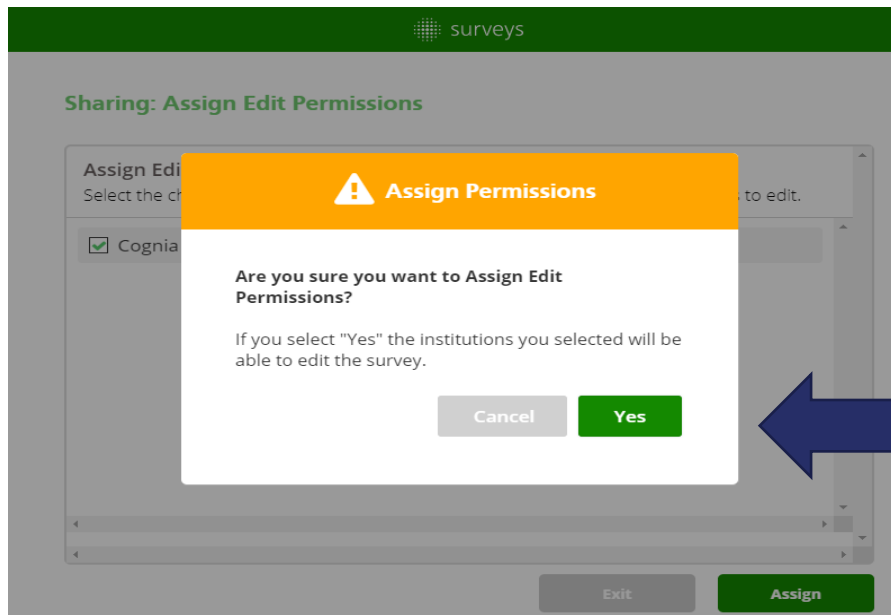
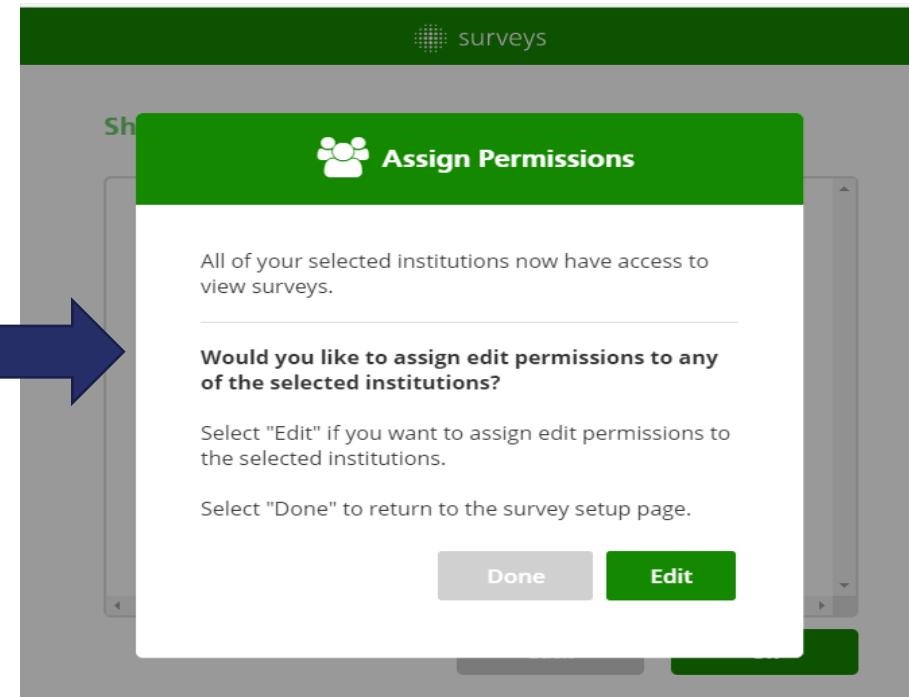
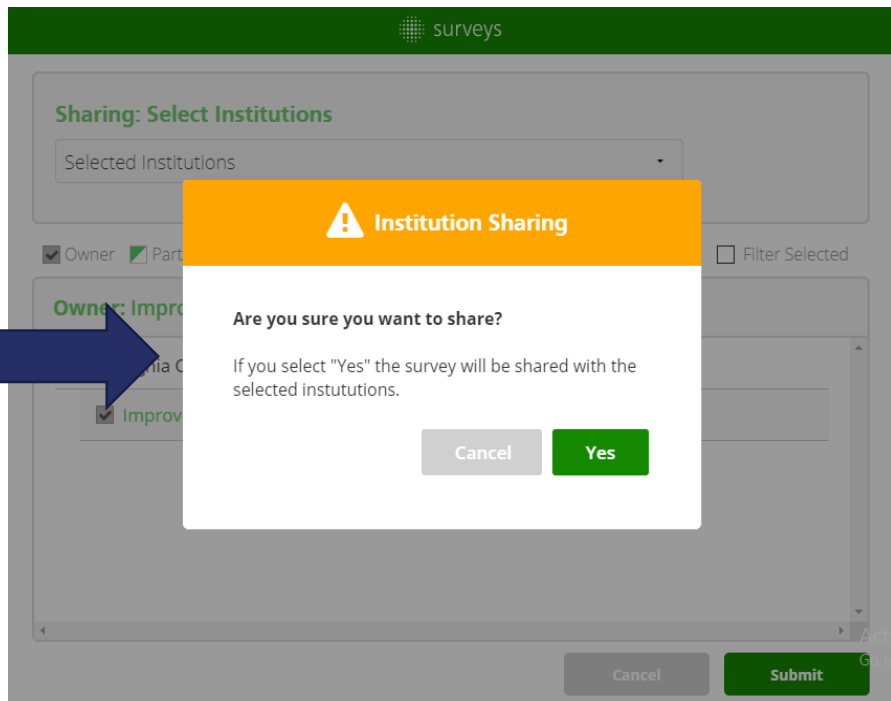
☐ American Way Middle School

☒ Arrow Academy of Excellence Charter School

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

Cancel

Submit





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.



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



Surveys 32 surveys

Filter by

All



All



Name	Owner	Respondents	Created	Status	
2020-2021 Institute Survey 2020-2021 Institute Survey	Me Improvement Services		Jul 09 2020	Draft	
2020-2021 Professional Learning Sessions Survey 2020-2021 Professional Learning Sessions Survey	Me Improvement Services		Jul 09 2020	Draft	
2020-2021 Virtual Learning Sessions Survey 1 2020-2021 Virtual Learning Sessions Survey 1	Me Improvement Services		Jul 09 2020	Draft	
2020-2021 Conference Survey 2020-2021 Conference Survey	Me Improvement Services		Jul 09 2020	Draft	

Edit

Download CSV

Generate New Report

Copy

Sharing

Delete

Activate Windows

Go to Settings to activate Windows.

Survey Name*

Status: Draft

2020-2021 Institute Survey

Distribution & Responses 

Languages 

Sharing 

Owner: Improvement Services

Share with Institution(s)

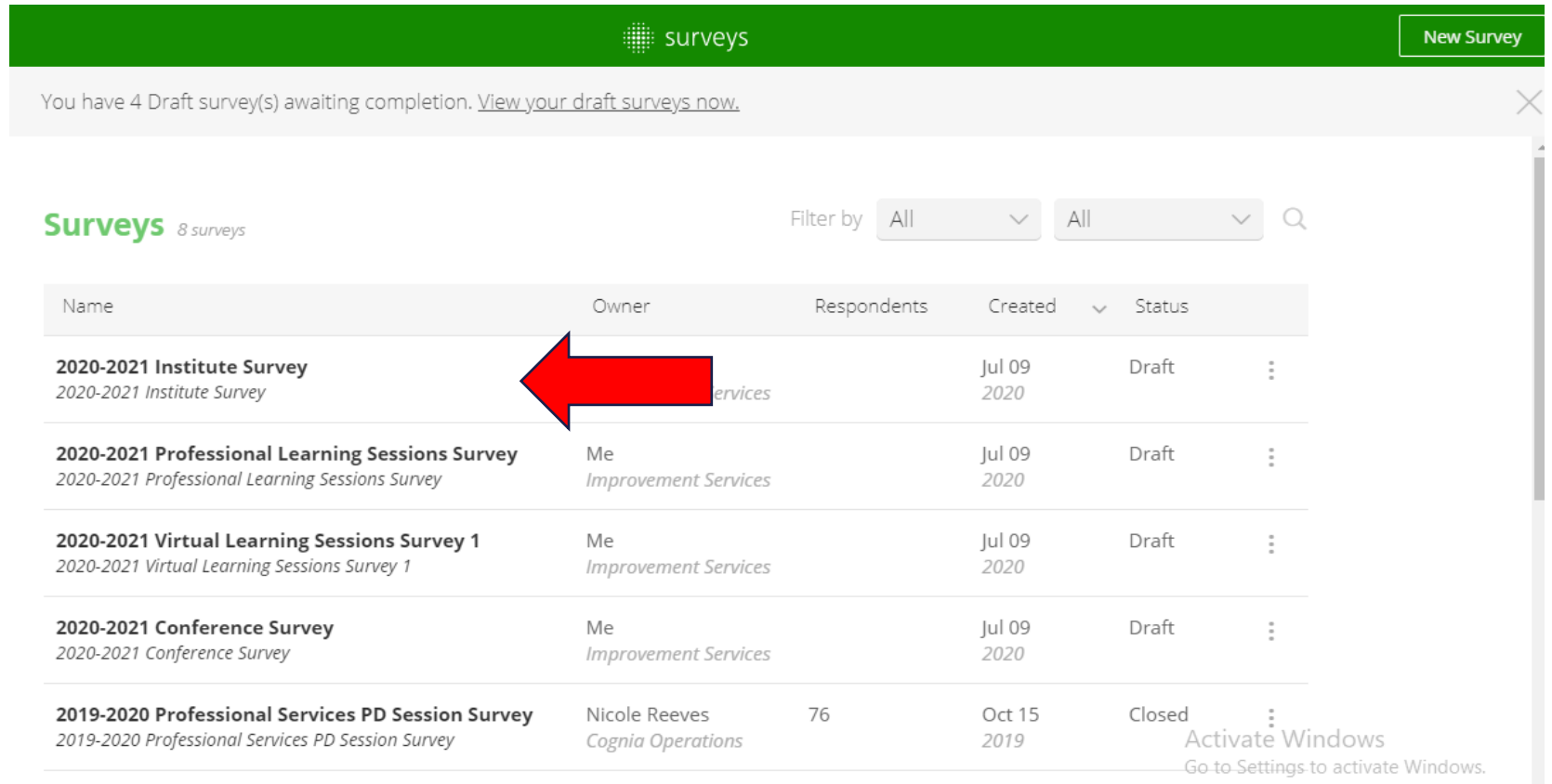
Manage Sharing Options



This icon downloads the survey report as an Excel file.

After sharing a survey

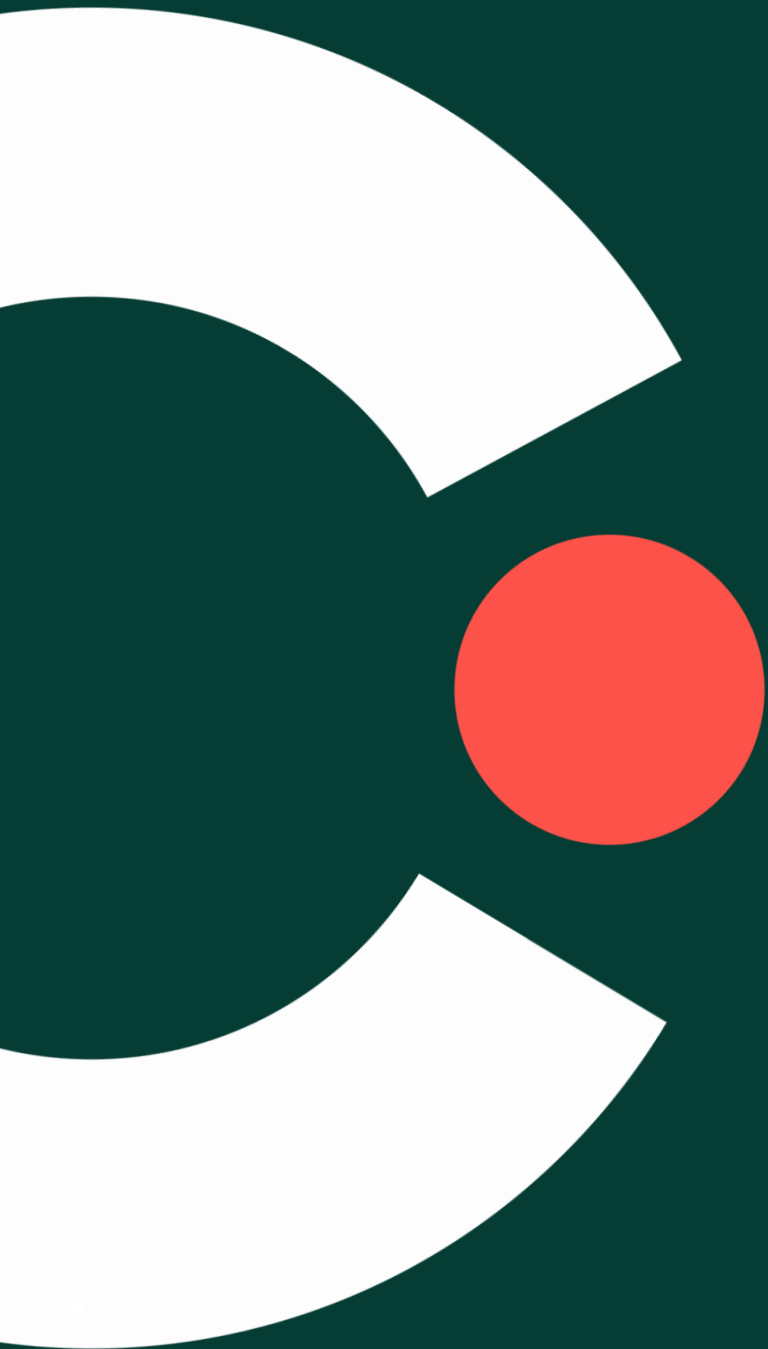
After the survey is shared, the receiving school must refresh their survey dashboard. Then, the shared survey will appear in their list.



The screenshot shows a dashboard titled 'surveys' with a green header. A notification bar at the top states: 'You have 4 Draft survey(s) awaiting completion. [View your draft surveys now.](#)'. Below this, the 'Surveys' section shows 8 surveys. A table lists the surveys with columns: Name, Owner, Respondents, Created, and Status. A red arrow points to the first row, '2020-2021 Institute Survey'.

Name	Owner	Respondents	Created	Status
2020-2021 Institute Survey 2020-2021 Institute Survey	Me Improvement Services		Jul 09 2020	Draft
2020-2021 Professional Learning Sessions Survey 2020-2021 Professional Learning Sessions Survey	Me Improvement Services		Jul 09 2020	Draft
2020-2021 Virtual Learning Sessions Survey 1 2020-2021 Virtual Learning Sessions Survey 1	Me Improvement Services		Jul 09 2020	Draft
2020-2021 Conference Survey 2020-2021 Conference Survey	Me Improvement Services		Jul 09 2020	Draft
2019-2020 Professional Services PD Session Survey 2019-2020 Professional Services PD Session Survey	Nicole Reeves Cognia Operations	76	Oct 15 2019	Closed

Activate Windows
Go to Settings to activate Windows.



Monitoring a survey



Monitoring a survey

The screenshot shows a web interface for monitoring surveys. At the top, a green header bar contains a menu icon, the word 'surveys', and a 'New Survey' button. Below the header, a notification bar states 'You have 5 Draft survey(s) awaiting completion. [View your draft survey\(s\) now.](#)'. The main content area is a table listing several surveys. A blue arrow points from the top of the table to the 'View Summary Data' option in the action menu of the second survey row.

Survey Name	Owner	Count	Date	Status	Actions
2020-2021 Professional Learning Session Survey <small>2020-2021 Professional Learning Session Survey</small>	Me <small>Improvement Services</small>		Jul 09 2020	Draft	⋮
2020-2021 Virtual Learning Sessions Survey <small>2020-2021 Virtual Learning Sessions Survey</small>	Me <small>Improvement Services</small>	21	Jul 09 2020	Open	⋮ View Summary Data Edit Download CSV Generate New Report Copy Sharing
2020-2021 Conference Survey <small>2020-2021 Conference Survey</small>	Me <small>Improvement Services</small>		Jul 09 2020	Draft	⋮
Climate & Culture Elementary School Student Survey_070920 <small>Climate & Culture Elementary School Student Survey</small>	Donna James <small>Improvement Services</small>		Jul 09 2020	Open	⋮
Hogwarts <small>Middle & High School Student Inventory, International</small>	Barbara Jane Paris <small>Improvement Services</small>		Jun 17 2020	Closed	⋮
Custom_061720 <small>Custom_061720</small>	Barbara Jane Paris <small>Improvement Services</small>		Jun 17 2020	Draft	⋮
2020-2021 Virtual Learning Sessions Survey 2 <small>2020-2021 Virtual Learning Sessions Survey 2</small>	Me <small>Improvement Services</small>		Jun 03 2020	Open	⋮

Activate Windows
Go to Settings to activate Windows.

- 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.



Survey Activity

Last response: Aug. 06, 2:59 PM

Respondents: 21

Recent Activity:

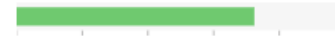
Section

Experience

Experience

Presentation

3.62



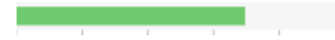
Facilitator

3.84



Logistics

3.48



There are no section scores for this survey.

Close



Survey Activity

Last response: Aug. 06, 2:59 PM

Respondents: 21

Recent Activity:

Section

Experience

Experience

Teacher

16



38%

11-20 years

8



19%

6-10 years

5



12%

20+ years

5



12%

Other

4



10%

2-5 years

3



7%

School Administrator

1



2%

42 responses

Close



Monitoring a survey

The screenshot shows a dashboard with a green header bar containing a menu icon, the word 'surveys', and a 'New Survey' button. Below the header, a message states 'You have 5 Draft survey(s) awaiting completion. [View your draft surveys now.](#)'. The main content is a table of surveys. The survey 'Climate & Culture Elementary School Student Survey_070920' is highlighted, and its action menu is open, showing options: View Summary Data, Edit, Download CSV, Generate New Report, Copy, and Sharing. A large blue arrow points to the 'Generate New Report' option.

Survey Title	Owner	Count	Date	Status	Actions
2020-2021 Professional Learning Session Survey 2020-2021 Professional Learning Session Survey	Me Improvement Services		Jul 09 2020	Draft	⋮
2020-2021 Virtual Learning Sessions Survey 2020-2021 Virtual Learning Sessions Survey	Me Improvement Services	21	Jul 09 2020	Open	⋮
2020-2021 Conference Survey 2020-2021 Conference Survey	Me Improvement Services		Jul 09 2020	Draft	⋮
Climate & Culture Elementary School Student Survey_070920 Climate & Culture Elementary School Student Survey	Donna James Improvement Services		Jul 09 2020	Open	⋮ View Summary Data Edit Download CSV Generate New Report Copy Sharing
Hogwarts Middle & High School Student Inventory_International	Barbara Jane Paris Improvement Services		Jun 17 2020	Closed	⋮
Custom_061720 Custom_061720	Barbara Jane Paris Improvement Services		Jun 17 2020	Draft	⋮
2020-2021 Virtual Learning Sessions Survey 2 2020-2021 Virtual Learning Sessions Survey 2	Me Improvement Services		Jun 03 2020	Open	⋮

- 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



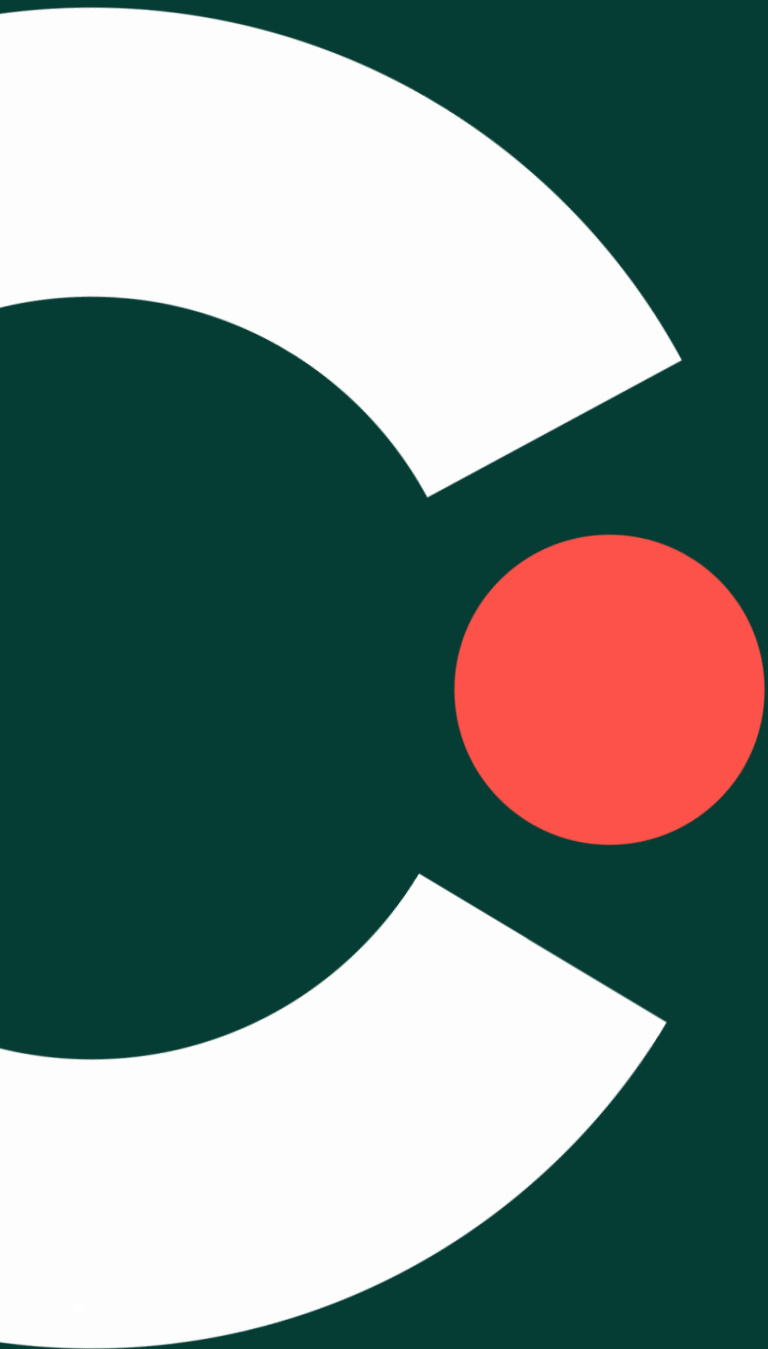
Engage in an
introduction to surveys



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.](#)

Surveys 33 surveys

Filter by All All

Name	Owner	Respondents	Created	Status	
Custom_071320 <i>Custom_071320</i>	Donna James <i>Improvement Services</i>		Jul 13 2020	Draft	⋮
2020-2021 Institute Survey <i>2020-2021 Institute Survey</i>	Me <i>Improvement Services</i>		Jul 09 2020	Draft	⋮
2020-2021 Professional Learning Session Survey <i>2020-2021 Professional Learning Session Survey</i>	Me <i>Improvement Services</i>		Jul 09 2020	Draft	⋮
2020-2021 Virtual Learning Sessions Survey <i>2020-2021 Virtual Learning Sessions Survey</i>	Me <i>Improvement Services</i>		Jul 09 2020	Draft	⋮



- Edit
- Download CSV
- Generate New Report
- Copy
- Share
- Delete



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

2018-2019 Professional Services - Workshop
2018-2019 Professional Services - Workshop

20
8
Closed

2018-2019 Engagement Review Training
2018-2019 Engagement Review Training

20
8
Closed

2018-2019 Improvement Services - Conference Sessions
2018-2019 Improvement Services - Conference Sessions

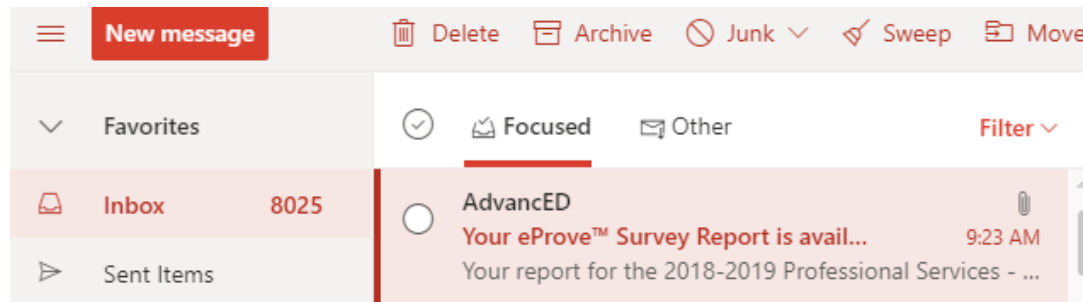
Amy McVey
Improvement
Services

158

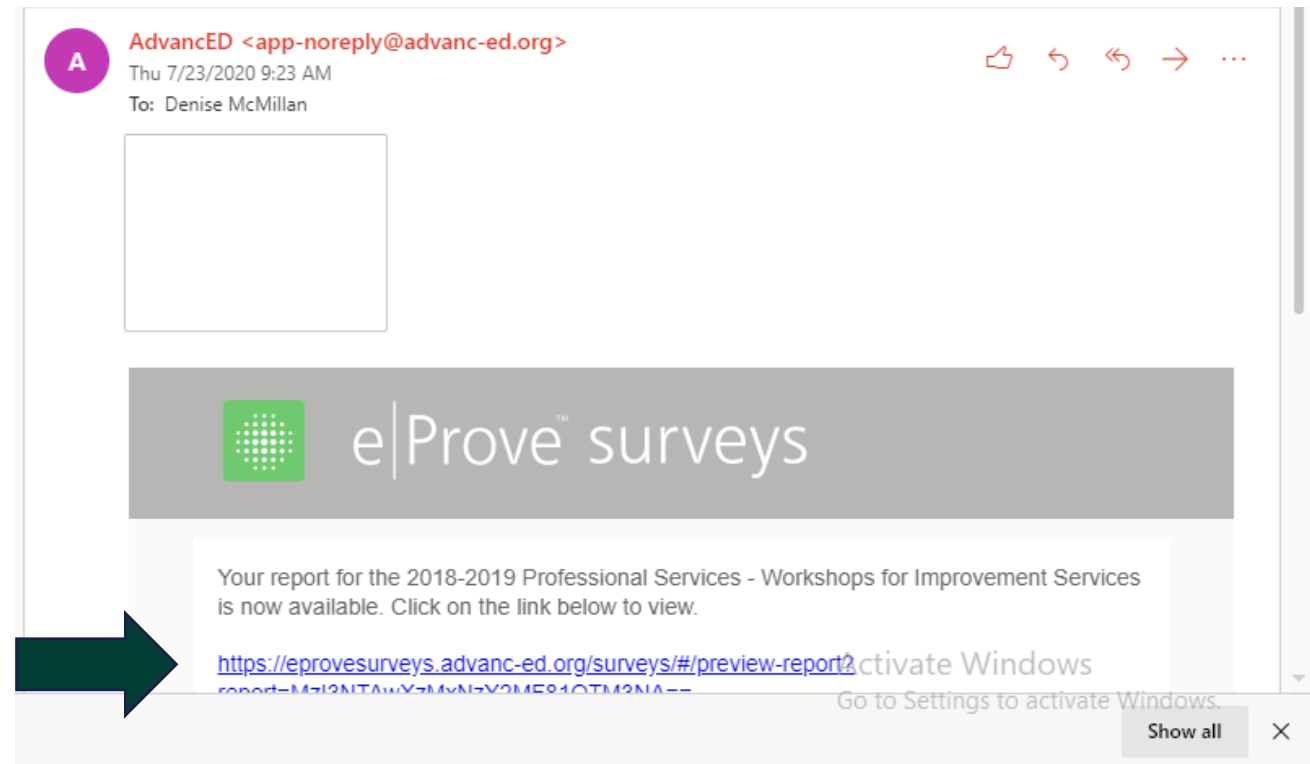
Sep 20
2018

Closed

How surveys works



You will receive an email link to view your survey report.





Preferences for Virtual Development - Round 2

Content Type: Custom Survey [edit](#)

Generated On 1: 2020-07-22 10:05:38 AM

PDF Export

CSV Export



Apply Filters

Clear Filters

Group results by...

Institution

☐ Improvement Services (17)

Tags

☐ Professional Learning

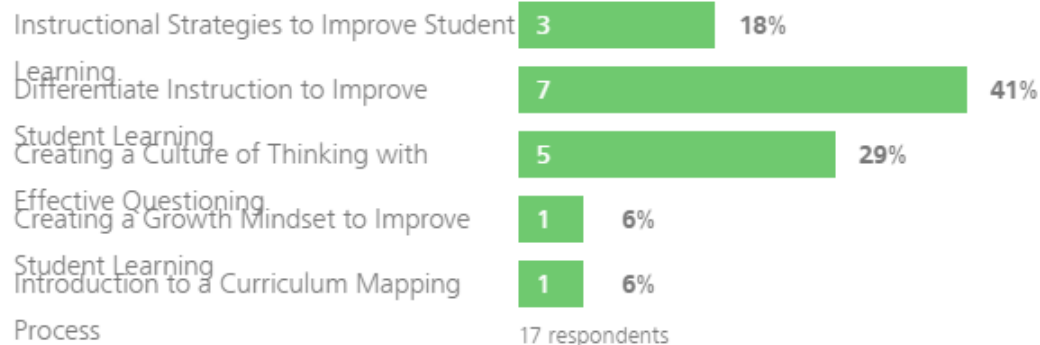
A. Instructions



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: ▾



Activate Windows
Go to Settings to activate Windows.

Preferences for Virtual Development - Round 2

run on 07/22/2020



Preferences for Virtual Development - Round 2

run on 07/22/2020

Custom Survey

1 survey(s) 17 response(s)

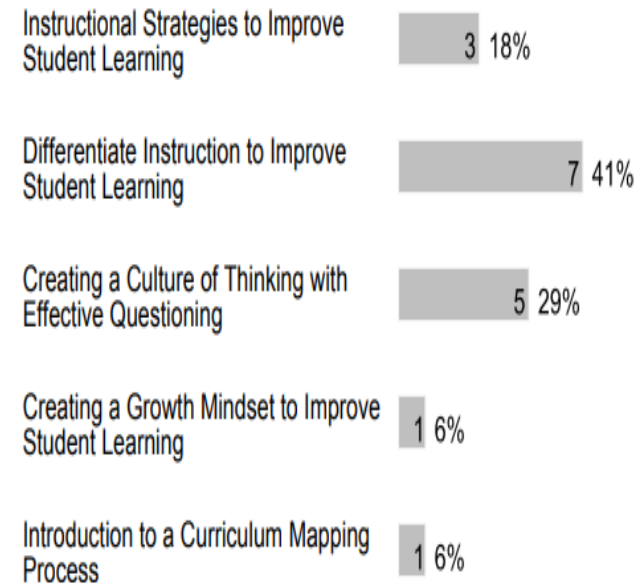
Preferences for Virtual Development - Round 2

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:





View Report

Preferences for Virtual Development - Round 2

Content Type: Custom Survey Date Range: Dec 31, 1969 - Dec 31, 1969

PDF Export

CSV Export

Share

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

Cancel

Export

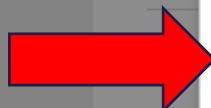
Institution

☐ Improvement Services (17)

Tags

☐ Professional Learning

A.





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.

surveys

You have 27 Draft survey(s) awaiting completion. [View your draft surveys now.](#)

Surveys 36 surveys

Filter by All All

Name	Owner	Respondents	Created	Status
CTE Training on Surveys CTE Training on Surveys	Vicky Smith Alabama Department of Education (ALSDOE)		May 19 2020	Draft
Custom_051920 Custom_051920	Nikita Dean Alabama Department of Education (ALSDOE)		May 19 2020	Draft
Risk Assessment Report - Solution Proposal Risk Assessment Report - Solution Proposal	Vicky Smith Alabama Department of Education (ALSDOE)		May 19 2020	Draft
Alabama Administrator Technology Survey - 2020_050520 Alabama Administrator Technology Survey - 2020	Mark Quintana Alabama Department of Education (ALSDOE)		May 05 2020	Draft

Activate Windows

surveys

Logged in as Denise McMillan Logout

Alabama Department of Education (ALSDOE)

- Surveys
- Content Library
- Reporting
- Manage Users
- App Help & Resources

powered by AdvancED

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You have 27 Draft survey(s) awaiting completion. [View your draft surveys now.](#)

Surveys 36 surveys

Filter by All All

Name	Owner	Respondents	Created
CTE Training on Surveys CTE Training on Surveys	Vicky Smith Alabama Department of Education (ALSDOE)		May 19 2020
Custom_051920 Custom_051920	Nikita Dean Alabama Department of Education (ALSDOE)		May 19 2020
Risk Assessment Report - Solution Proposal Risk Assessment Report - Solution Proposal	Vicky Smith Alabama Department of Education (ALSDOE)		May 19 2020
Alabama Administrator Technology Survey - 2020_050520 Alabama Administrator Technology Survey - 2020	Mark Quintana Alabama Department of Education (ALSDOE)		May 05 2020

Activate Windows

surveys

New Report

Browse Reports 2 reports

Filter by All

Name	Owner	Content Type	Last Modified	Report Status
Alabama Induction and Mentoring Program PreSurvey	Vicky Smith Alabama Department of Education (ALSDOE)	Custom Survey 1 survey	May 19 2020	Available (Generated on 07/30/20 9:04AM)
CTE Test of Copy demographics	Vicky Smith Alabama Department of Education (ALSDOE)	1 survey	May 19 2020	Available (Generated on 05/19/20 3:58PM)

Click Administrative menu icon

Select Reporting option

Click New Report button

surveys New Report

Create New Report
Step 1 of 3: Narrow survey results by content type

Content Type

- Climate & Culture Middle & High School Student Survey
- School Climate
- School Improvement Monitoring and Processes
- Student Survey (Middle and High) for Schools
- Alabama Administrator Technology Survey - 2020
- Alabama Educator Technology Survey - 2019
- Title I Parent Survey- old do not use

< Previous **Next >**

surveys

Create New Report
Step 2 of 3: Narrow survey results by selecting a date range

From Date clear **To Date** clear

07/01/2019 07/30/2020

< > July 2019 < > July 2020

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Skip ahead

< Previous **Next >**

surveys

Content Type: Alabama Administrator Technology Survey - 2020 [edit](#) Date Range: Jul 01, 2019 - Jul 30, 2020 [edit](#)

Create New report Filter by All All Q

Step 3 of 3: Filter and select surveys for your report.

<input checked="" type="checkbox"/>	Name	Owner	Respondents	Created	Status
<input checked="" type="checkbox"/>	Alabama Administrator Technology Survey - 2020_050520 Alabama Administrator Technology Survey - 2020			May 05 2020	Draft

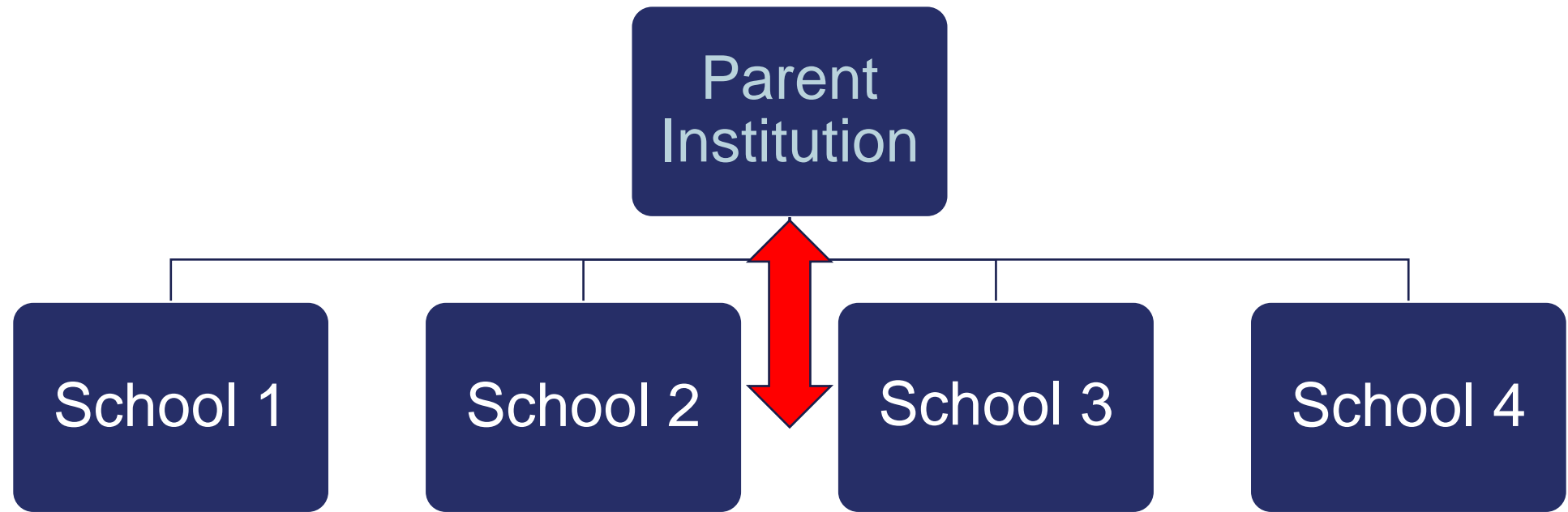
< Previous **View Report >** [Settings](#) [Activate Win](#)

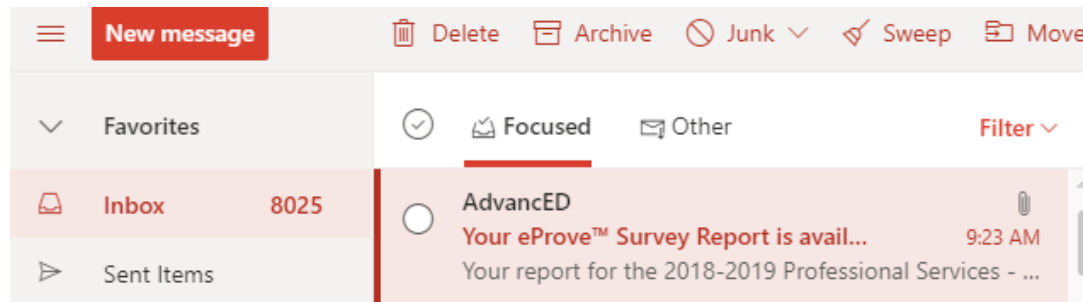
Choose the
Report

Select Date
Range

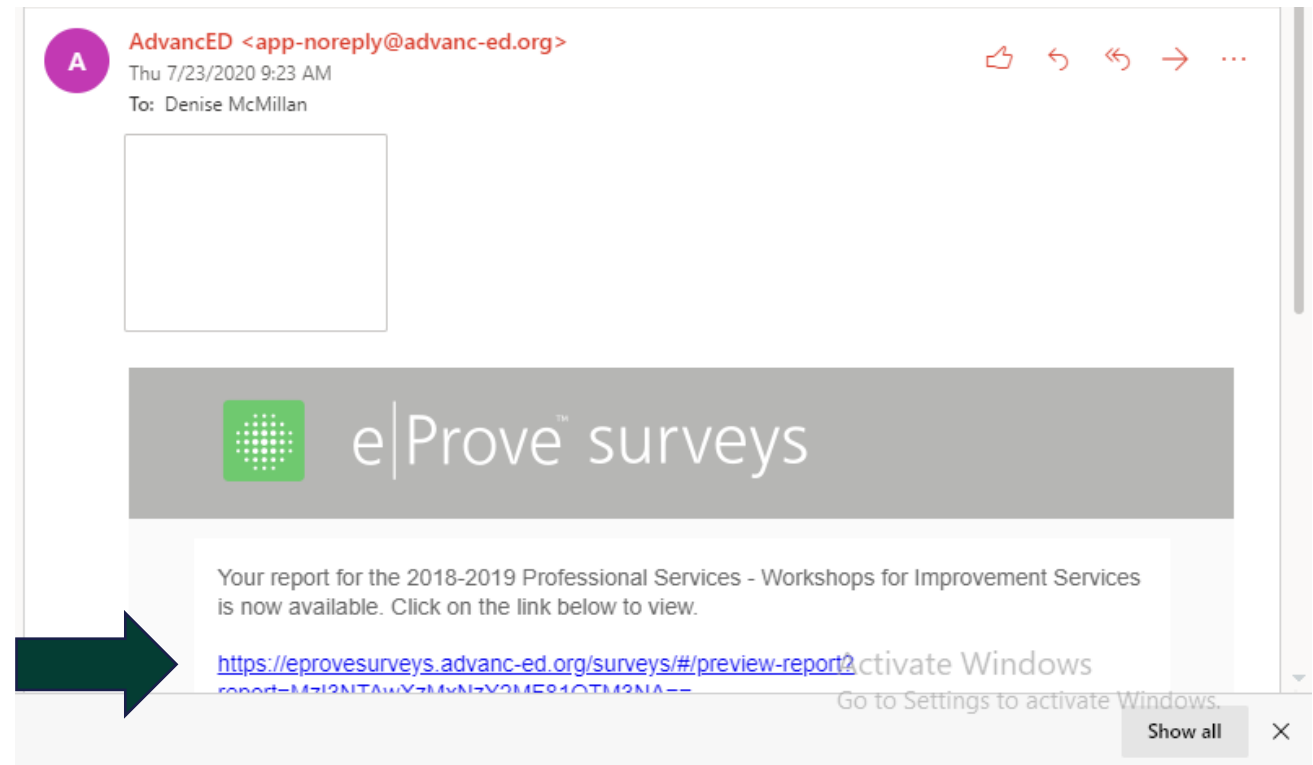
Select and View
Report

Hierarchy example

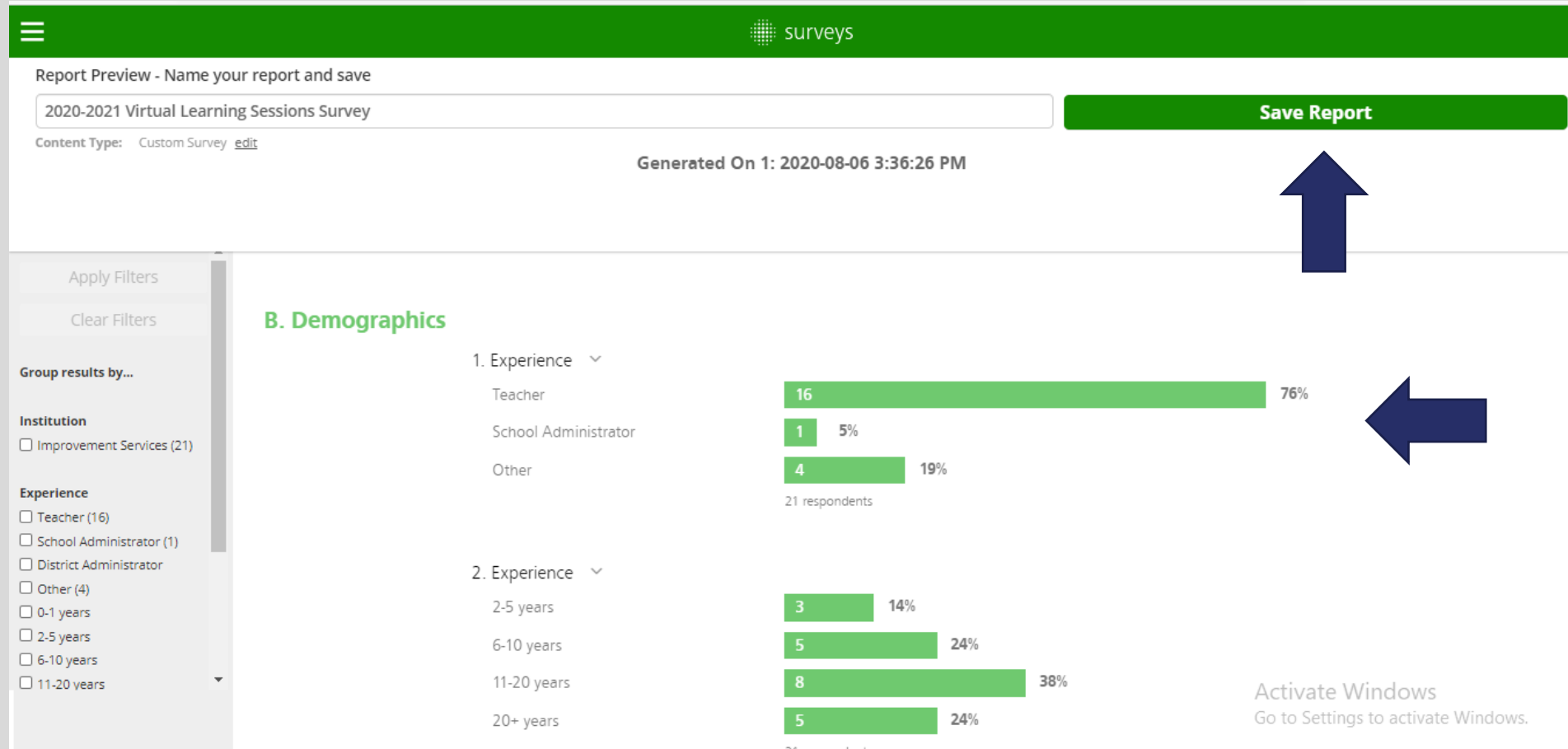




You will receive an email link to view your survey report.



Report view for multiple schools



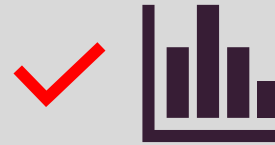
Learning targets



Review using surveys
to drive continuous
improvement



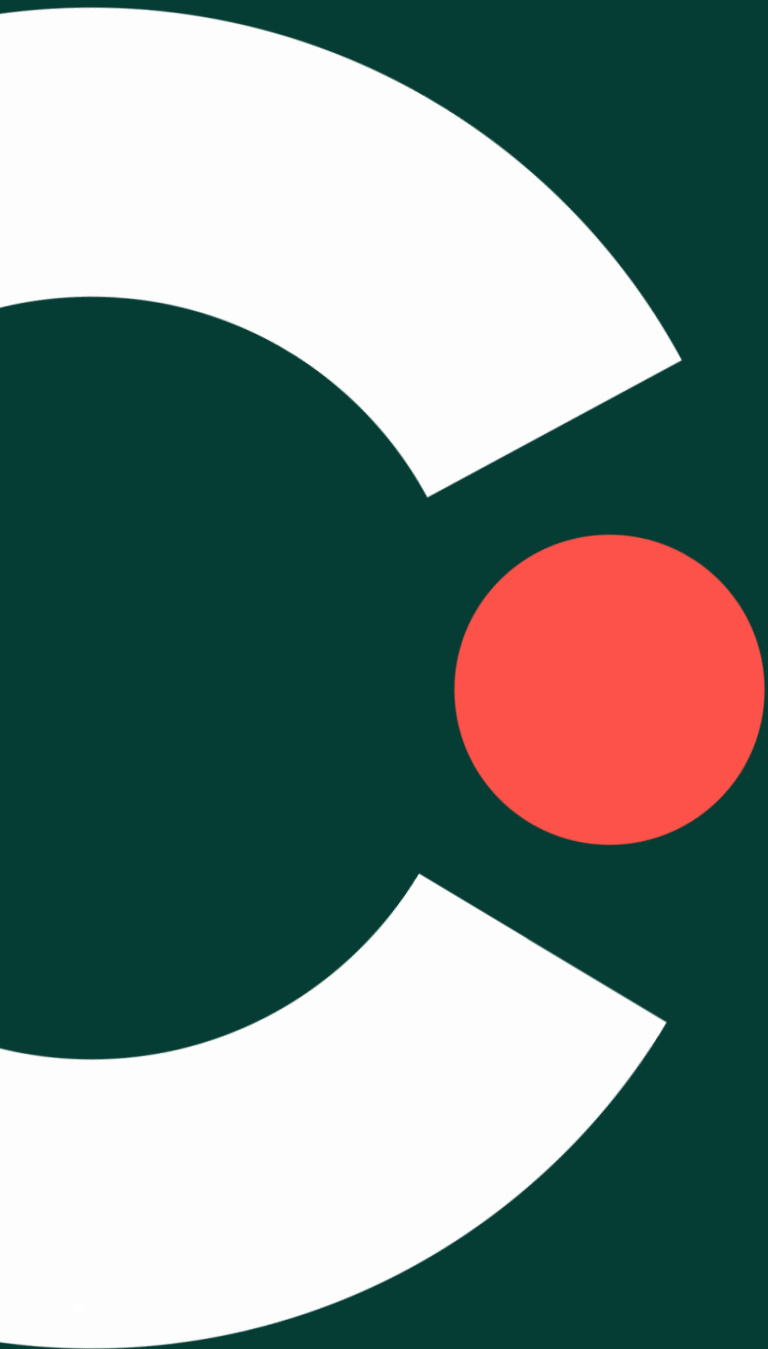
Engage in an
introduction to surveys



Explore surveys on
Cognia Improvement
Platform

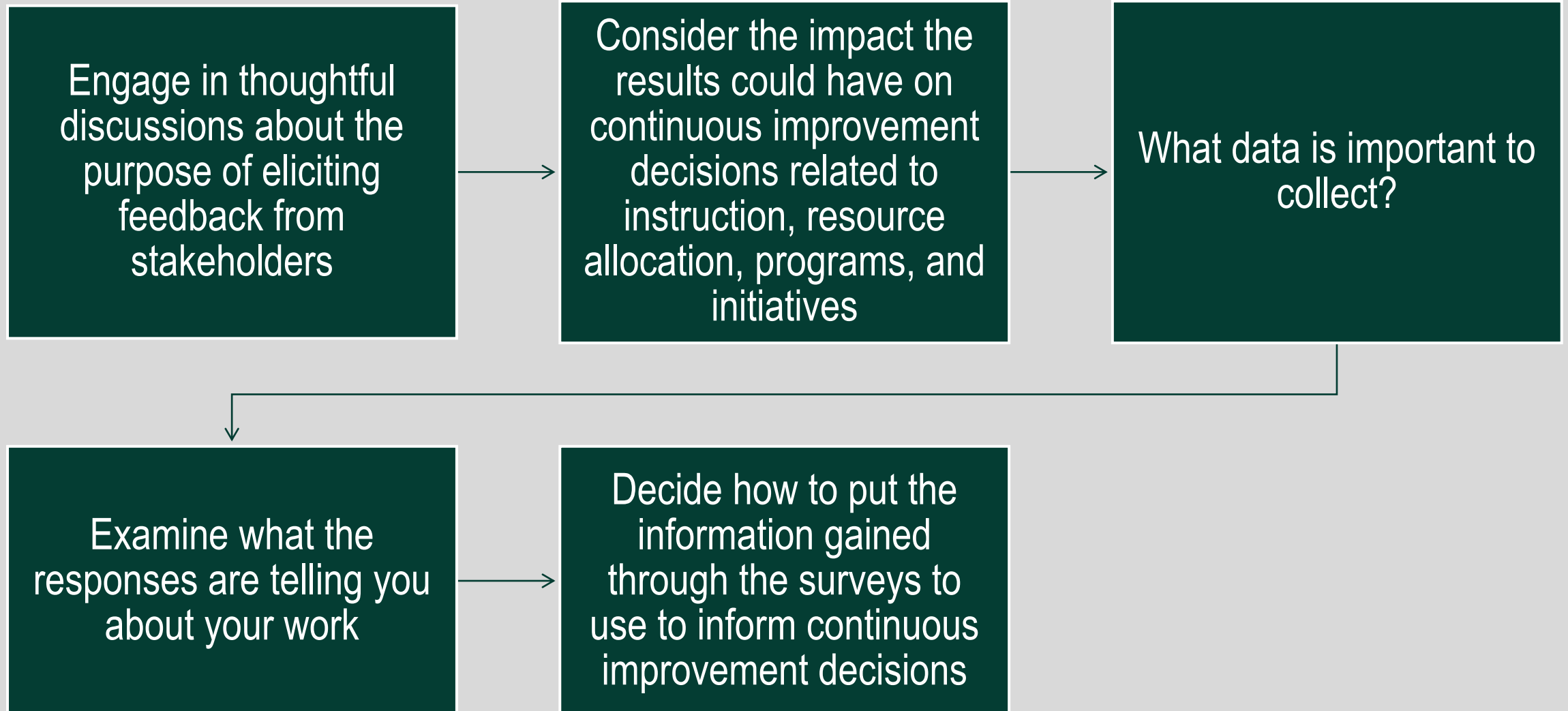


Discover the reporting
feature options



Survey success

Plan for success



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