



Surveys Results Reporting Guide

Cognia Improvement Platform

Steps for Viewing Survey Data Results in eProve

- First, go to <https://myjourney.cognia.org/login>, and login.
- If you have difficulty logging in, please click **Request Password** and follow directions.

Cognia Improvement Platform

Login

Email Address

Password

Login

Request Password

Contact us for login help

cognia

myJourney™

- Observations
- Diagnostics
- Surveys
- Strategies
- Assessments
- Workspace
- Trusted Partners

- If additional support is required, please email clientcare@cognia.org.
- Next, type your District's name in the search bar and click on it when it appears.

Institution landing page

myJourney™

Select Institution

Welcome, SSOAdmin ▾

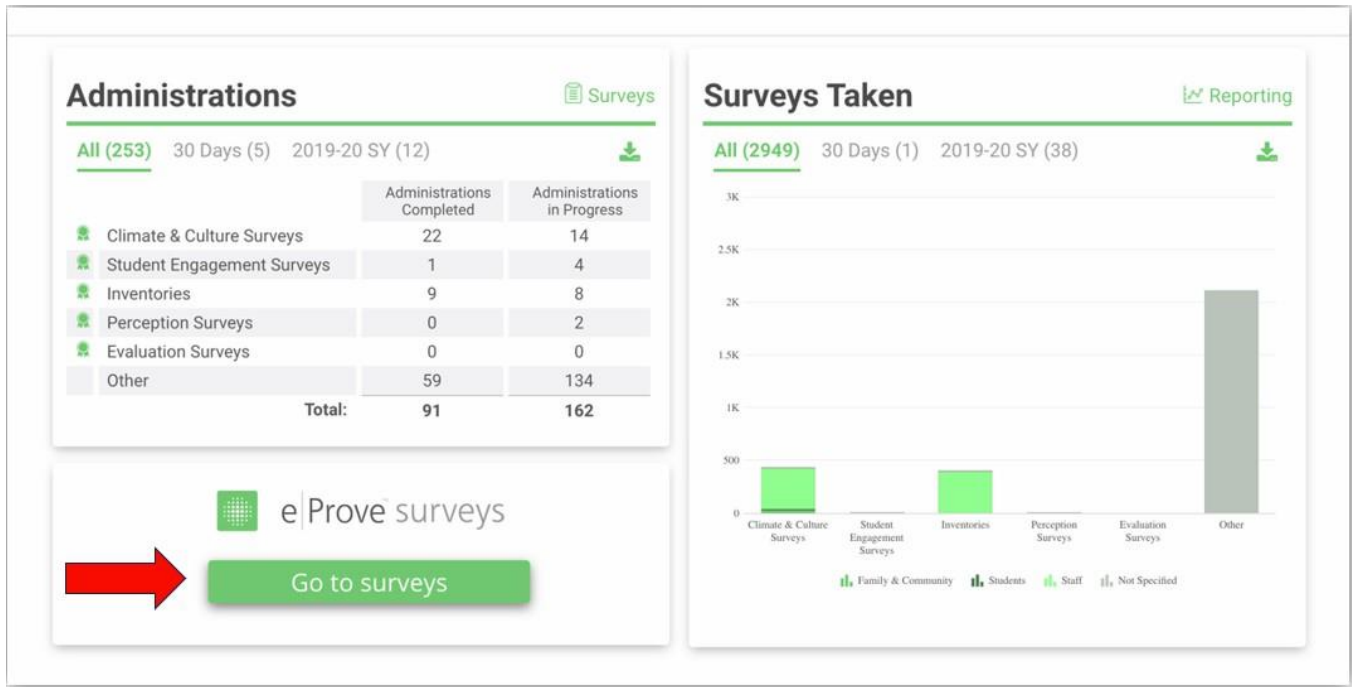
Which institution would you like to view?

Search by Institution name, location or customer number

Search

Select your institution

- Access the surveys from the eProve/myJourney login page. You will also see a green button, “**Go to surveys**”. When selected, you will be redirected to the surveys landing page for the institution selected.

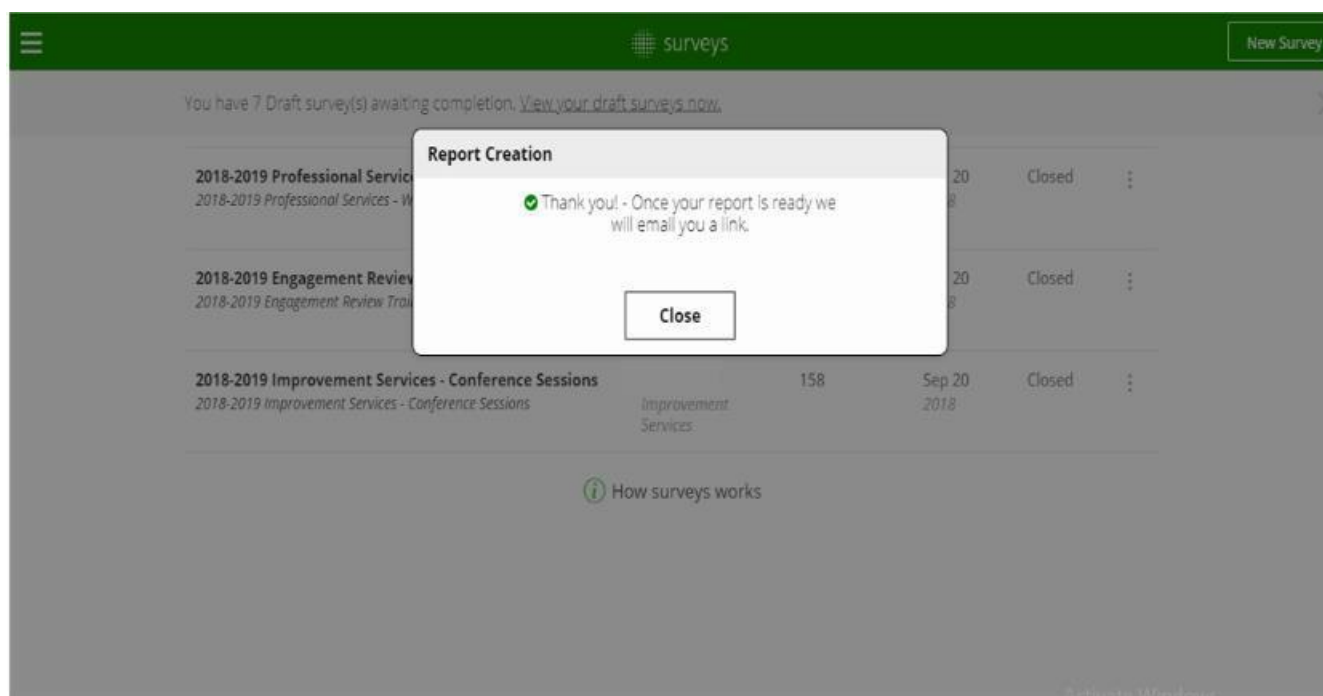


- Once you've distributed and received feedback on the surveys, it's time to dig into those results by accessing your reports (you can even observe results while the survey administration is in progress.)
- First, choose the survey for which you want to generate a new report.
- Click on the three dots to the right side of the survey for the action menu to appear.
- From the dropdown menu, click **Generate New Report**.

The screenshot shows the 'surveys' dashboard with a green header. A notification bar at the top states 'You have 7 Draft survey(s) awaiting completion. [View your draft surveys now.](#)'. Below this, the 'Surveys' section shows 33 surveys. A table lists several surveys, with the '2020-2021 Institute Survey' highlighted. An action menu is open for this survey, showing options like 'Edit', 'Download CSV', 'Generate New Report' (circled in red), 'View Report', 'Copy', and 'Sharing'.

Name	Owner	Respondents	Created	Status	
Custom_071320 Custom_071320	Improvement Serv		Jul 13 2020	Draft	⋮
2020-2021 Institute Survey 2020-2021 Institute Survey	Me Improvement Services		Jul 09 2020	Draft	⋮
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		Jul 09 2020	Draft	⋮

- A dialog box appears when you generate a new report.
- You will **close** the dialog box and check your **email** to view the report.



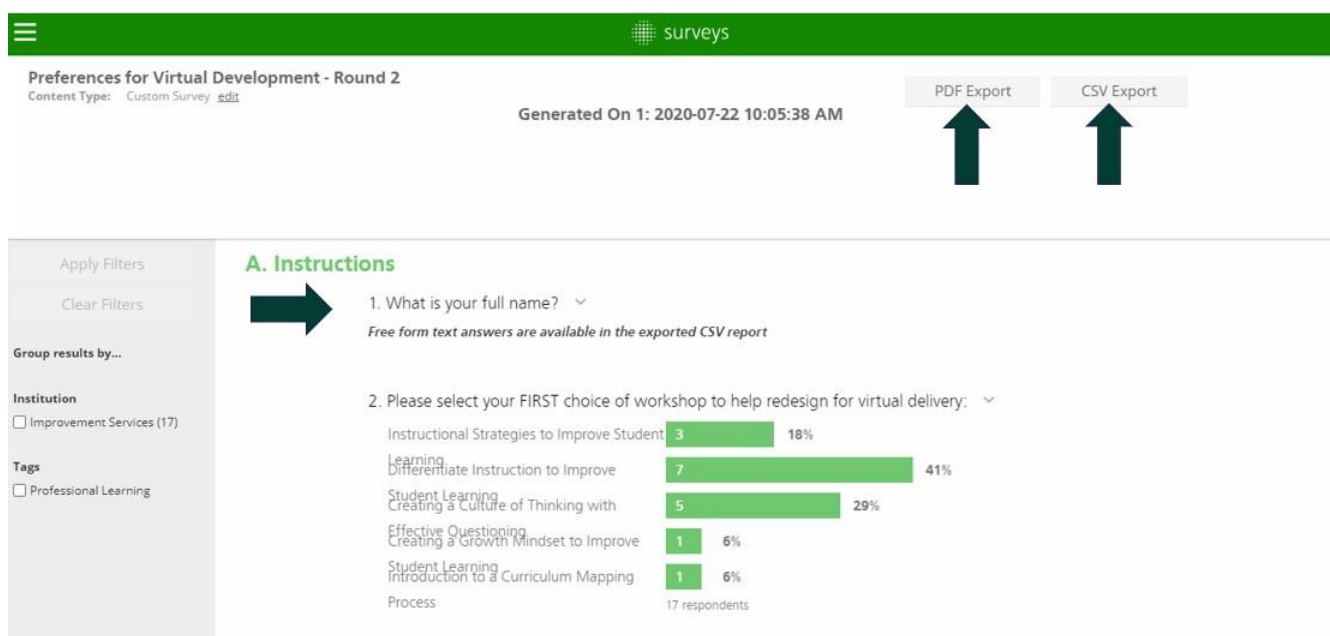
- You will receive an email with a link to your new report. Depending on the number of responses and the amount of information on the survey, this can take several minutes to generate and email the survey report link.
- This is what the email link looks like (see screenshot below.) Click on the link to view the results.



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

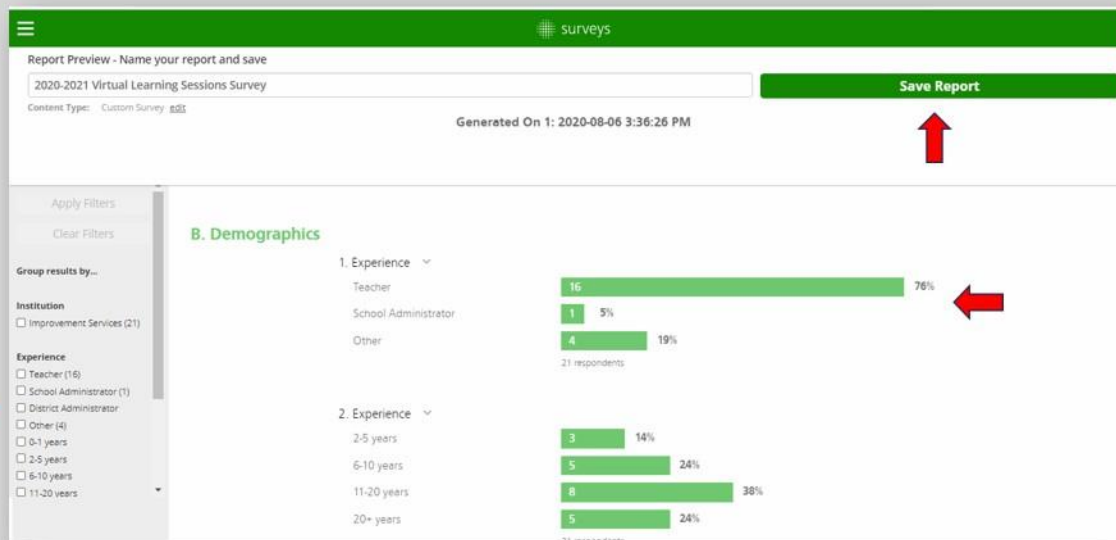


- To view the report, you will need to log in again if you are not currently logged in to eProve/myJourney. This is the page that will appear when you log in to see the report (see screenshot below.)



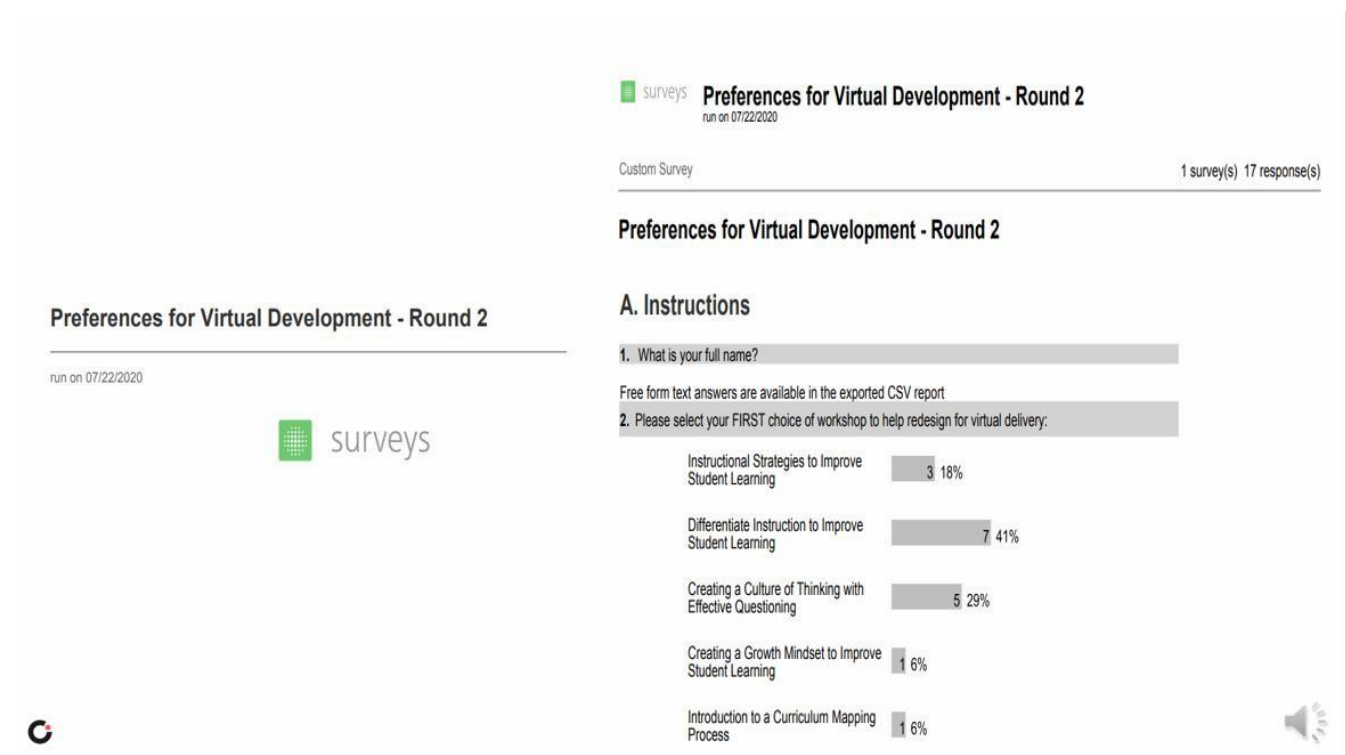
- You have three options for viewing your report summary.
- The first option is a quick glance at the pdf view of your summary report on screen. This glance allows you to monitor your survey results in real time.
- Your report will give you valuable data from your schools. Below is a screenshot of a district's report view for multiple schools

Report view for multiple schools



- The number of responses per school are identified.
- The total number of responses and the percentages per item are identified.
- You can save the report for future reference.

- The second option is to export the full report as a pdf. The pdf report outlines the survey results. Open-ended questions are not available on the pdf report.
- The third option is to export the report as a csv file. This option will download all survey data to an excel spreadsheet. This option is where all open-ended questions can be viewed.
- In the screenshot below, you will see an example of an exported pdf report. The cover page will provide the name of the report and the date the report was generated.
- The pdf report will provide the total number of responses and the percentages (out of 100% of respondents).



- In the screenshot below, you will see an example of an exported csv file report request.
- To look at the open-ended question responses, you must download the data into a spreadsheet.
- There are several ways to review the data.
- After you click CSV Export, you must determine how you want to see the exported data.
 - o With **CSV Raw**, the data is aligned vertically. Each question is aligned within a column.
 - o With **CSV Unstacked**, the data is aligned horizontally. Each line on the spreadsheet represents one stakeholder's responses.
 - o By selecting **Include ONLY open-ended items**, only open-ended responses will be listed.
- Your data will be downloaded into an excel spreadsheet for further examination.

