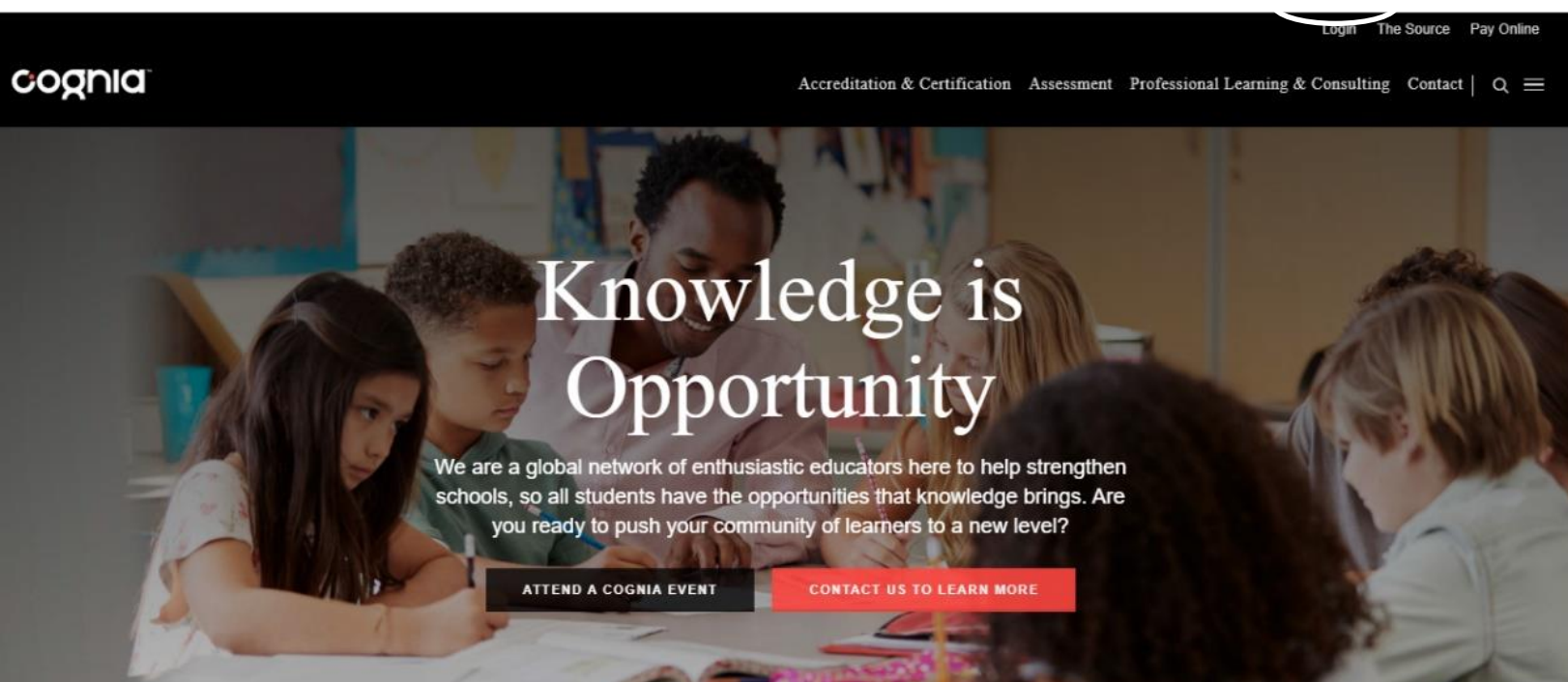


Technology plan survey guidance for system level administrator

Technology Plan Survey: Creating survey from the content library and sharing to institutions

1. Login to MyJourney: <https://myjourney.cognia.org/login>



Log In The Source Pay Online

cognia™

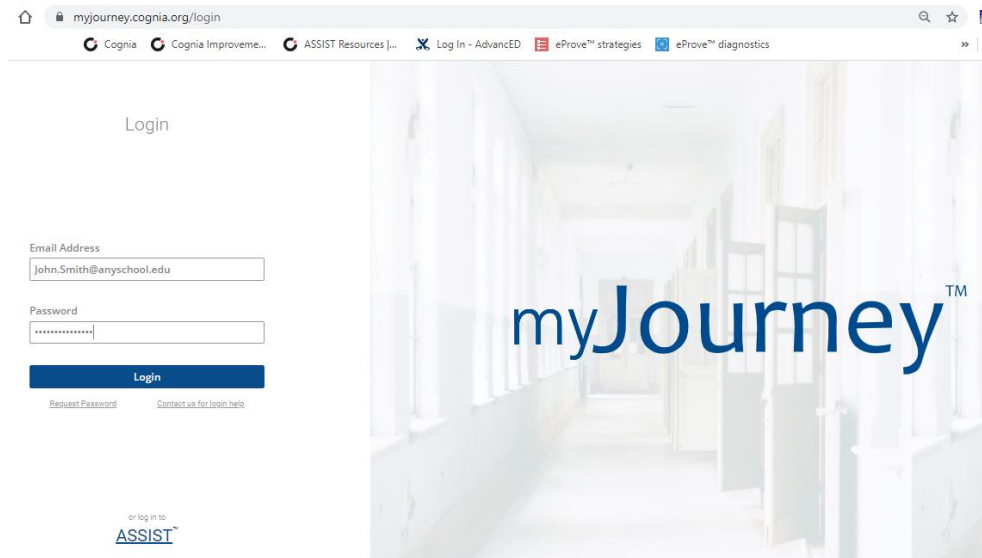
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2. Enter your email address and password. If you forgot your password, choose the “Request Password”



3. Once logged in to myJourney you will see a landing page with multiple tools. Scroll all the way down to the green section titled **Administrations**. If survey data is present, you will see results in Surveys Taken, if not there will be two identical tabs. Click on **Go to surveys**.

A. Equitable Learning, B. High Expectations, C. Supportive Learning, D. Active Learning, E. Progress Monitoring, F. Well Managed Learning, G. Digital Learning

[Go to elect](#)

Administrations Surveys

[All \(19\)](#) 30 Days (2) School Comparison (19) Download

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

Surveys Taken Reporting

[All \(16518\)](#) 30 Days (212) School Comparison (16518) Download

Category	Count
Climate & Culture Surveys	0
Student Engagement Surveys	0
Inventories	0
Perception Surveys	~9.5K
Evaluation Surveys	0
Other	~6.5K

[Go to surveys](#)

Administrations Diagnostics

[All \(53\)](#) 30 Days (0) 2019-20 SY (53) Download

- If you only have access to one institution, choose your institution. If you have access to multiple institutions, select your institution in the dropdown menu. Scroll down to eProve surveys; select **Go to surveys**.

The screenshot shows the eProve surveys interface. At the top, there is a header with the eProve logo and a 'Select Institution' dropdown menu. Below this is a search bar with the text 'Which institution would you like to view?' and a subtext 'Search by Institution name, location or customer number'. A search input field is visible below the search bar.

Below the search bar, there are two main summary cards:

- Administrations**: This card shows a table of survey types and their counts. It includes filters for 'All (17)', '30 Days (0)', and 'School Comparison (17)'. The table has columns for 'Administrations Completed' and 'Administrations In Progress'.

	Administrations Completed	Administrations In Progress
Climate & Culture Surveys	3	1
Student Engagement Surveys	0	0
Inventories	0	0
Perception Surveys	7	0
Evaluation Surveys	0	0
Other	6	0
Total:	16	1
- Surveys Taken**: This card features a bar chart showing the number of surveys taken across different categories. The y-axis ranges from 0 to 10.2K. The x-axis categories are Climate & Culture Surveys, Student Engagement Surveys, Inventories, Perception Surveys, Evaluation Surveys, and Other. The Perception Surveys bar is the tallest, reaching approximately 8.5K. A legend below the chart identifies the colors: Family & Community (light green), Students (dark green), Staff (medium green), and Not Specified (grey).

At the bottom of the interface, there is a 'Go to surveys' button.

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



Surveys 16 surve

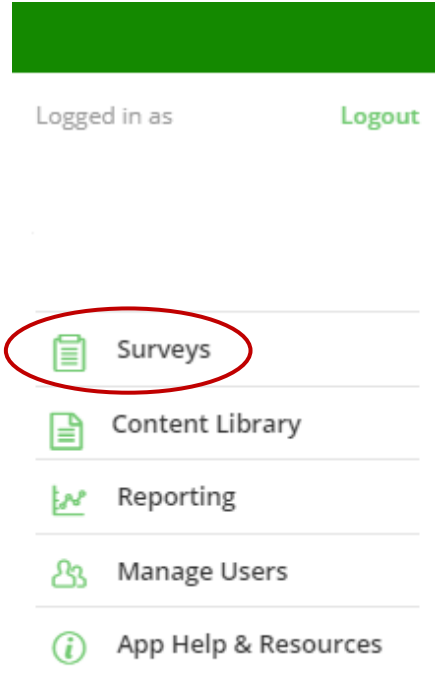
Name

Custom_100319
Custom_100319

2019 Staff Survey-Jl
Staff Survey for Sch

2019 Student Surve

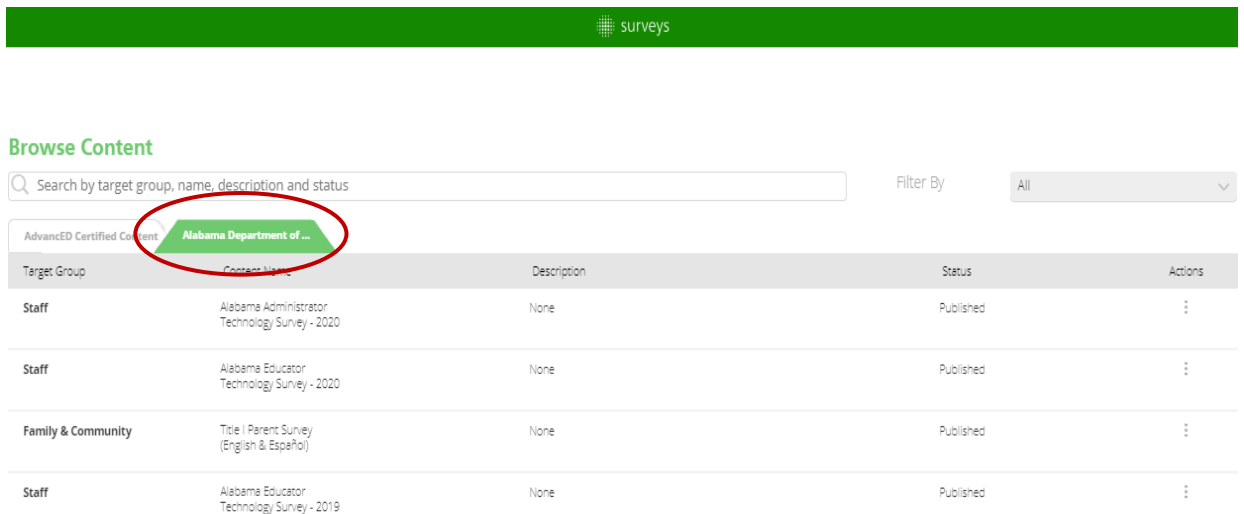
6. Select **Content Library**.



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

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

Note: only districts need to complete these actions for the Technology Plan Survey.



Status	Actions
Published	⋮ Create Survey
Published	⋮ Preview
Published	⋮ Copy Template
Published	⋮

8. As an administrator of the surveys program, you can edit the “Survey Name” but not the “Custom Content” name

English

Survey Name* **Status: Draft**

Any Alabama Administrator Technology Survey - 2020_050120

Custom Content

Alabama Administrator Technology Survey - 2020 🔒

Distribution & Responses ▾

Languages ▾

Sharing ▾

Customization ▾

Last Modified 5/1/2020 12:58 am

View Items

Preview Survey

Open Survey

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

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

The image shows a screenshot of a web interface for managing surveys. At the top, there is a green header with a grid icon and the word "surveys". Below this, there are several sections:

- Survey Name*** (Status: Draft): A text input field containing "Any District Alabama Administrator Technology Survey - 202".
- Custom Content**: A text input field containing "Alabama Administrator Technology Survey - 2020" with a lock icon on the right.
- Distribution & Responses** (expanded):
 - Share this link to collect responses for your survey: A text input field containing the URL "https://eprovesurveys.advanc-ed.org/surveys/#/action/1".
 - Response Goal:** A text input field containing "Enter target #".
 - Require a code to take this survey**. This checkbox is checked.
 - Manage Codes** button with "0 Codes" next to it.
- Languages**, **Sharing**, and **Customization**: Each has a dropdown arrow.

At the bottom of the configuration area, it says "Last Modified 5/1/2020 1:18 pm". Below this are three buttons: a green "View Items" button, a grey "Preview Survey" button, and a green "Open Survey" button.

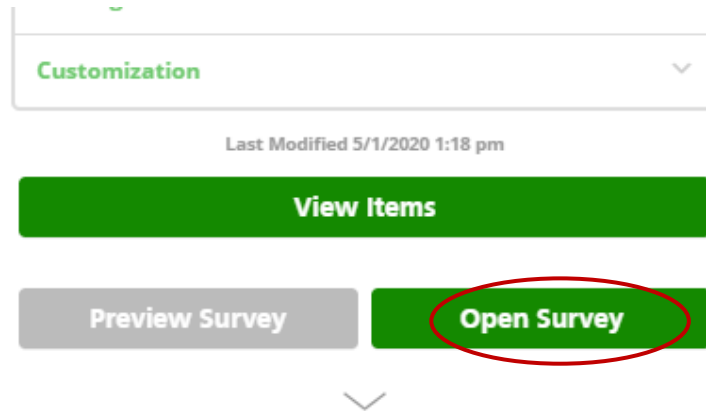
10. Select **Sharing** and then **Manage Sharing Options**. Whoever created the survey is shown as the owner.

The screenshot shows a sidebar menu with three items: "Distribution & Responses", "Languages", and "Sharing". The "Sharing" item is circled in red. Below the sidebar, the main content area shows the "Owner" as "County Board of Education" and a "Share With Institution(s)" field. A green button labeled "Manage Sharing Options" is circled in red. To the right of this button is a download icon. Below the main content area, there is a "Customization" section. At the bottom of the page, there are three buttons: "View Items" (green), "Preview Survey" (grey), and "Open Survey" (green). The text "Last Modified 5/1/2020 1:19 pm" is displayed above the "View Items" button.

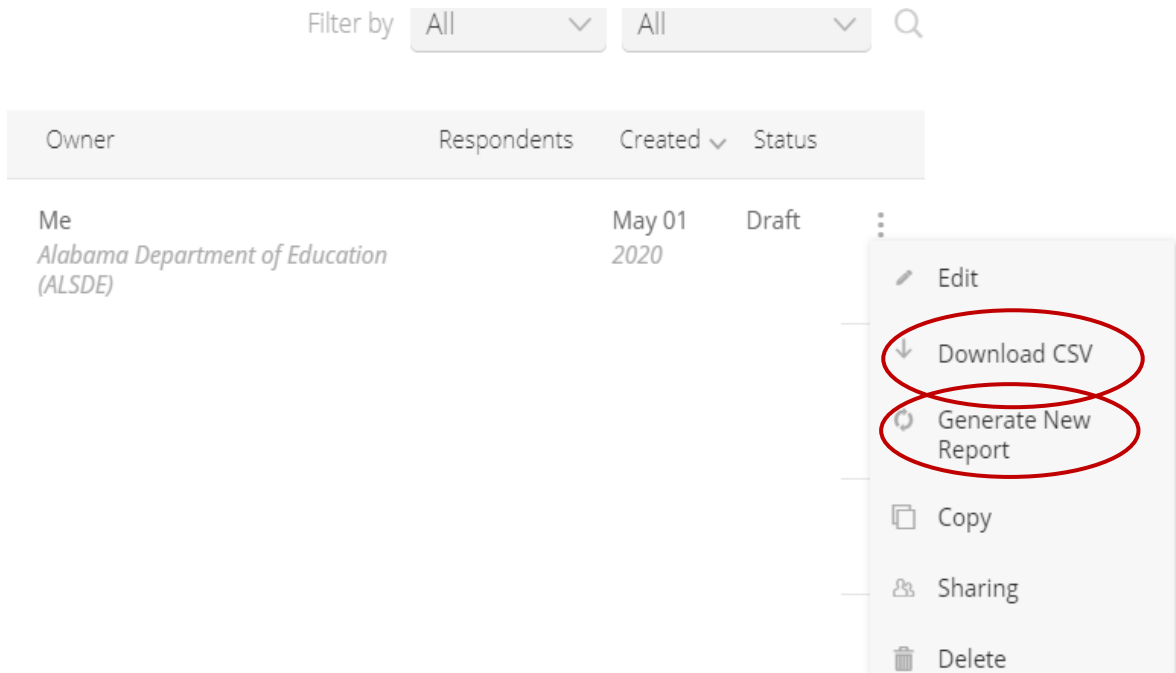
11. Select the districts and/or schools to share the survey with.

The screenshot shows a dialog box titled "Sharing: Select Institutions". It features a dropdown menu labeled "Selected Institutions". Below the dropdown, there are four checkboxes: "Owner" (checked), "Partial" (checked), "Checked" (checked), and "All" (checked). To the right of these checkboxes is a checkbox labeled "Filter Selected" which is unchecked. Below this, the "Owner" is listed as "Jackson County Board of Education". A list of institutions follows, each with a checkbox: "Alabama Department of Education (ALSDE)" (unchecked), "Jackson County Board of Education" (checked), "Bridgeport Elementary School" (checked), "Bridgeport Middle School" (checked), "Bryant Elementary School" (checked), "Dutton Elementary School" (unchecked), and "Flat Rock School" (unchecked).

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



13. Monitor the status of your survey administration by **generating a new report** or **downloading CSV** reports



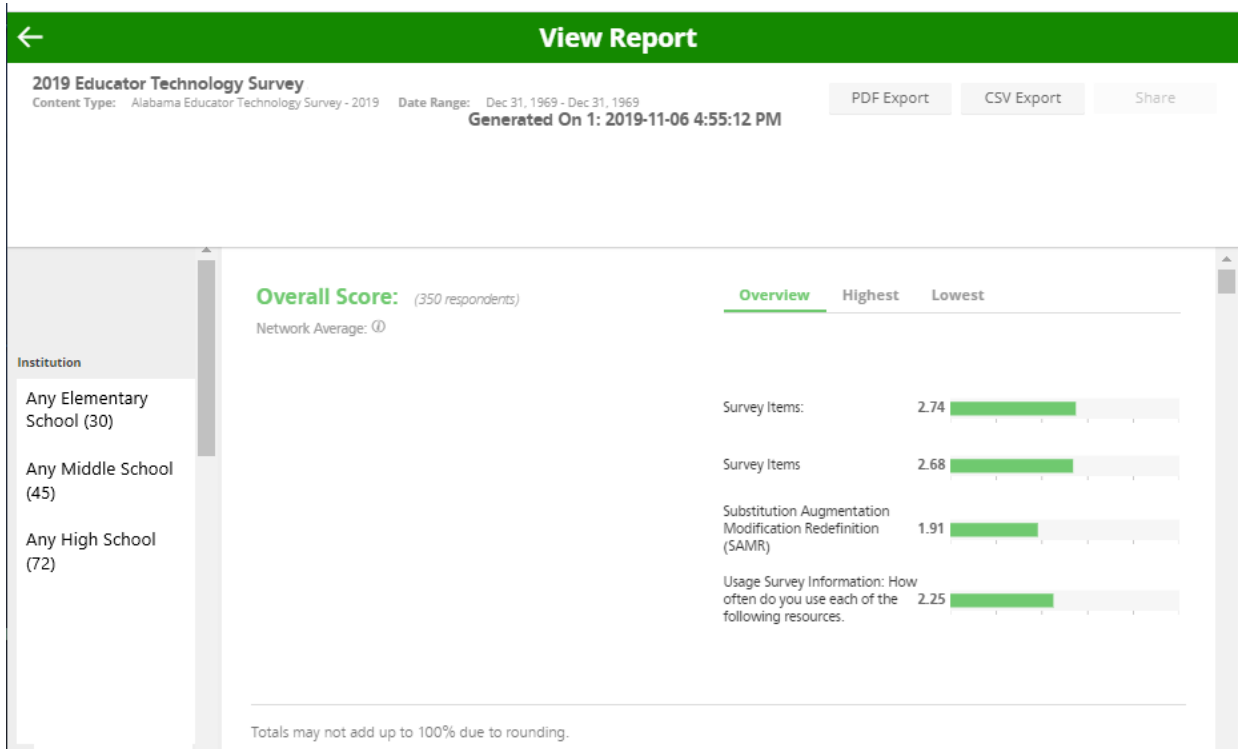
14. Once a report is generated, you may monitor the status of the survey for individual schools by opening the **action menu** in the top left corner; hover over and click on the current institution name. Search using the search box or locate the school in the dropdown window. locate the correct survey in the dashboard; select the 3 vertical dots (ellipses) under Action menu and select “View Summary Data” or “View Report”.

The screenshot shows a dashboard titled "Surveys" with 27 surveys. At the top right, there are filters for "All" and "All" and a search icon. Below is a table with columns: Name, Owner, Respondents, Created, and Status. The first row is for the "Alabama Technology Administrator Survey - 2020_050120" survey, owned by "Me" (Alabama Department of Education (ALSDE)), with 1 respondent, created on May 01, 2020, and status "Open". To the right of this row is an action menu with the following options: "View Summary Data" (circled in red), "Edit", "Download CSV", "Generate New Report", "View Report (05/05/20 9:21AM)" (circled in red), "Copy", and "Sharing".

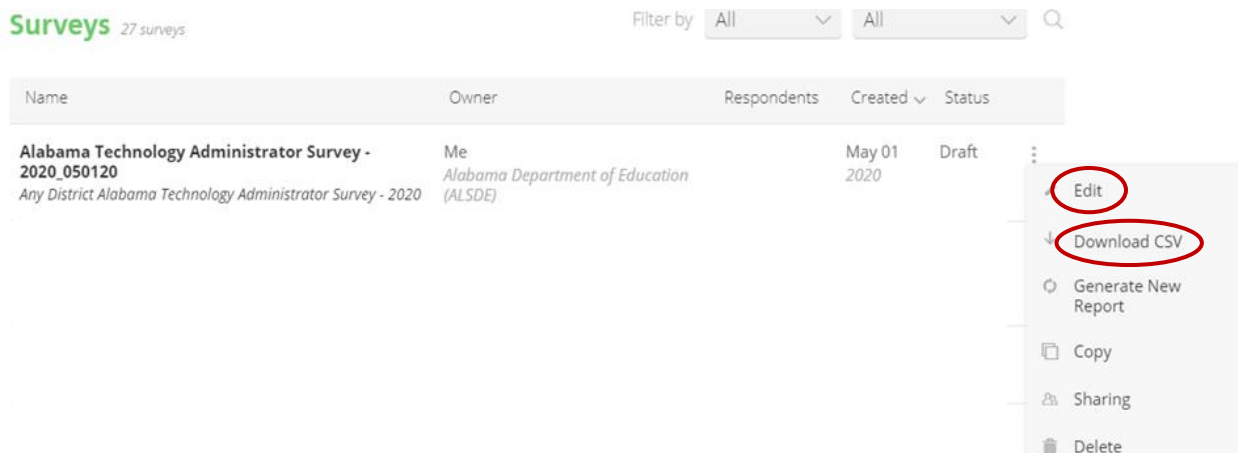
15. If **View Summary Data** is selected in the action menu, the report summary will load in a new window as seen below.

The screenshot shows a report titled "Monitor Survey Activity" with the subtitle "See real time response rates and results for your Survey Activity." Below this is a browser window showing the "surveys" dashboard. The dashboard displays "Latest Activity" for the "Student Survey Spring 2015 (open)" survey. It shows "Student - Elementary" with a "Last response" of "Apr. 15, 9:45am". The "Overall Score" is 3.18 (295 respondents) and the "Network Average" is 2.91. A progress bar shows the score relative to the network average. The page also indicates "Days active: 42" and "Days until survey close: 5".

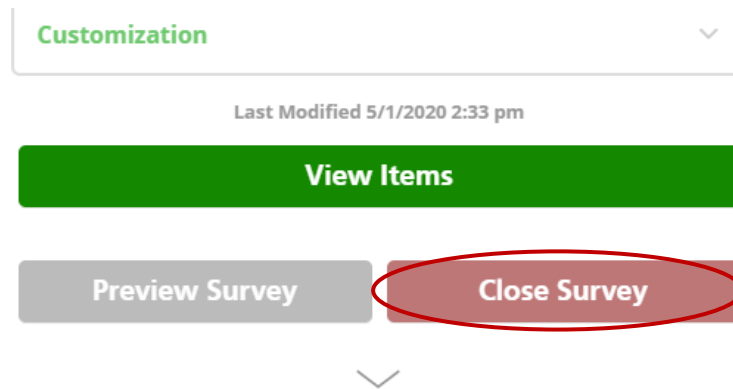
16. If **View Report** is selected in the action menu. The report will open within the window. You may view the institutions and the number of participants. The overall score, the number of respondents and a summary of the items will be provided. Within the view report screen you may export the summary as a .pdf and .csv file.



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



18. Select **Close Survey** when the administration is complete and you want to disable the link.



19. Once a report is generated, you can access the survey responses and download a final report by selecting **generate a new report** or **downloading a CSV file**.

To see the entire system responses, use the white left facing arrow in the top left corner to return to the “Surveys” dashboard. Ensure the system name is visible by opening the hamburger menu in the top left corner. If the system is not the institution visible, hover over and click on the current institution name; search using the search box or locate the system in the dropdown window. Locate the correct survey in the dashboard; select the 3 vertical dots (ellipses) under Action menu and select **View Summary Data**.

To see individual school responses, hover over and click on the current institution name; search using the search box or locate the institution in the dropdown window. Locate the correct survey in the dashboard; select the 3 vertical dots (ellipses) under Action menu and select **View Summary Data** or **View Report**.

