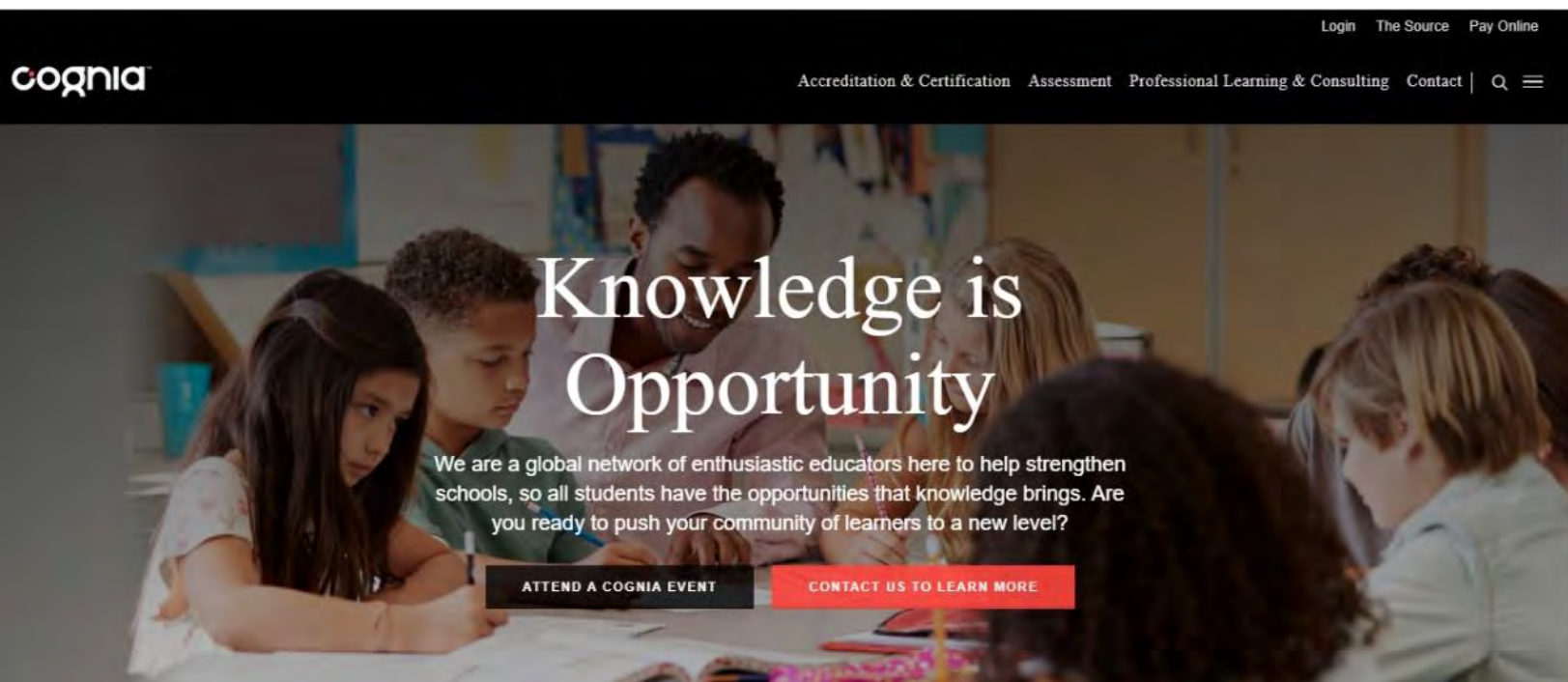


# Technology plan survey guidance for system level administrator

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

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



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**.

**Administrations**

All (19) 30 Days (2) School Comparison (19)

	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
<b>Total:</b>	<b>16</b>	<b>3</b>

**Surveys Taken**

All (16518) 30 Days (212) School Comparison (16518)

Bar chart showing survey results for various categories: Climate & Culture Surveys, Student Engagement Surveys, Inventories, Perception Surveys, Evaluation Surveys, and Other. The y-axis ranges from 0 to 10.2K.

**e Prove surveys**

Go to surveys

**Administrations**

All (53) 30 Days (0) 2019-20 SY (53)

- 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 search bar with the text "Which institution would you like to view?" and a subtext "Search by institution name, location or customer number". Below the search bar is a "Search" input field. The interface is divided into two main panels. The left panel, titled "Administrations", shows a table with columns "Administrations Completed" and "Administrations In Progress". The right panel, titled "Surveys Taken", shows a bar chart with categories "Climate & Culture Surveys", "Student Engagement Surveys", "Inventories", "Perception Surveys", "Evaluation Surveys", and "Other".

	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
<b>Total:</b>	<b>16</b>	<b>1</b>

The "Surveys Taken" panel shows a bar chart with the following data:

Survey Type	Count
Climate & Culture Surveys	0
Student Engagement Surveys	0
Inventories	0
Perception Surveys	16
Evaluation Surveys	0
Other	1

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

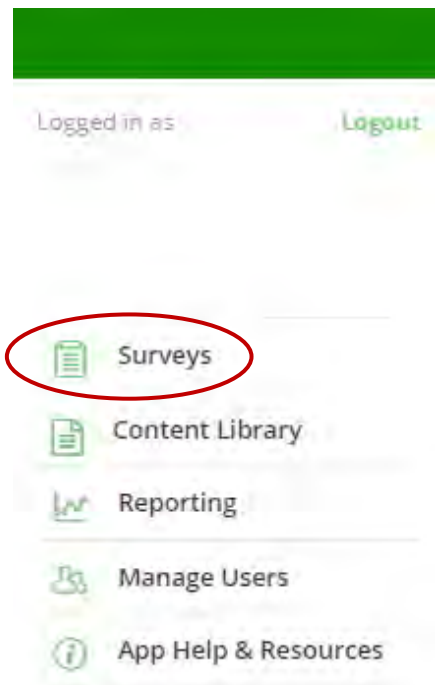
The screenshot shows the eProve surveys interface with the hamburger menu icon (three horizontal lines) highlighted in a red circle in the top left corner. The interface is divided into two main panels. The left panel, titled "Administrations", shows a table with columns "Administrations Completed" and "Administrations In Progress". The right panel, titled "Surveys Taken", shows a bar chart with categories "Climate & Culture Surveys", "Student Engagement Surveys", "Inventories", "Perception Surveys", "Evaluation Surveys", and "Other".

	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
<b>Total:</b>	<b>16</b>	<b>1</b>

The "Surveys Taken" panel shows a bar chart with the following data:

Survey Type	Count
Climate & Culture Surveys	0
Student Engagement Surveys	0
Inventories	0
Perception Surveys	16
Evaluation Surveys	0
Other	1

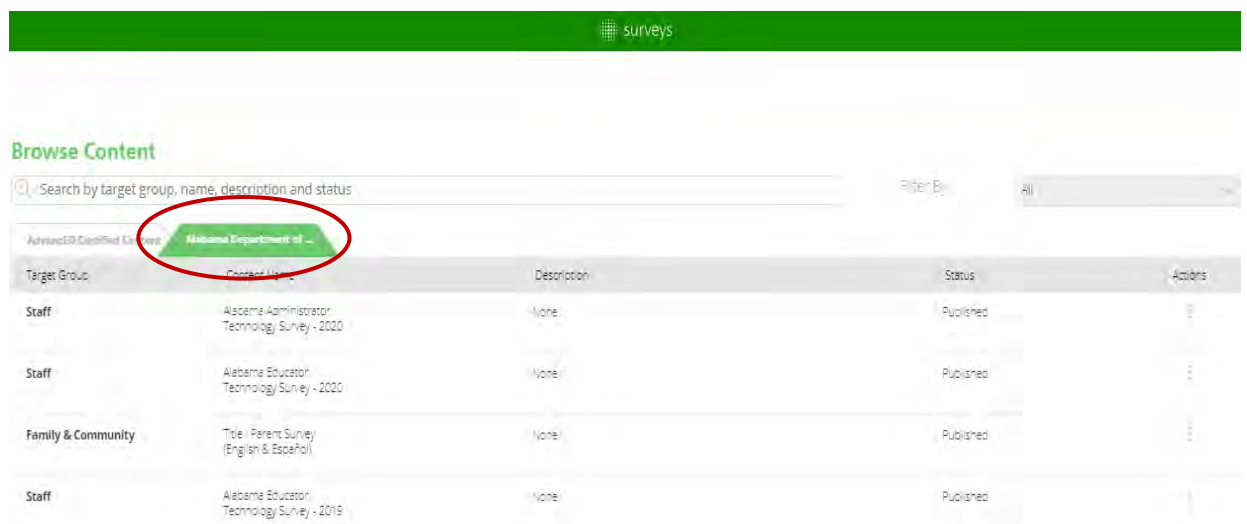
6. Select **Content Library**.



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 Preview Copy Template ⋮
Published	⋮
Published	⋮
Published	⋮

- 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.*

surveys

Survey Name+

Status: Draft

Any District Alabama Administrator Technology Survey - 202

Custom Content

Alabama Administrator Technology Survey - 2020

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: 5/1/2020 1:18 pm

View Items

Preview SurveyOpen Survey



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

The screenshot shows a sidebar with three tabs: "Distribution & Responses", "Languages", and "Sharing". The "Sharing" tab is selected and circled in red. Below the tabs, the "Owner" is listed as "County Board of Education". A "Share With Institution(s)" section contains a green button labeled "Manage Sharing Options" and a download icon, both of which are circled in red. At the bottom, there is a "View Items" button and two buttons: "Preview Survey" and "Open Survey".

Owner: County Board of Education

Share With Institution(s)

**Manage Sharing Options**

Last Modified 5/1/2020 1:19 pm

**View Items**

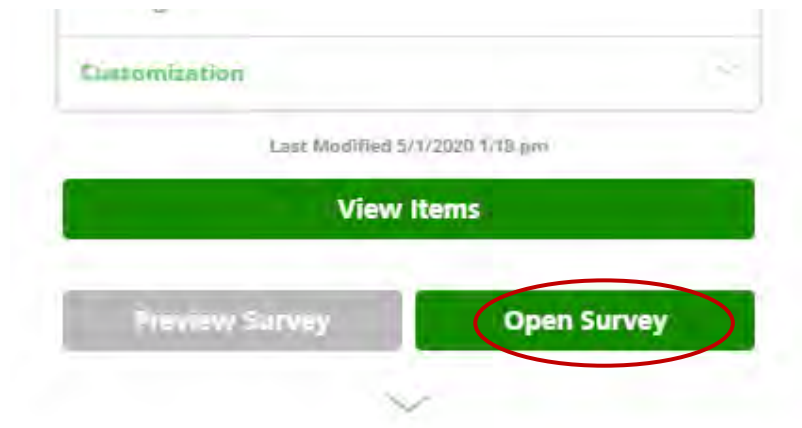
Preview Survey Open Survey

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

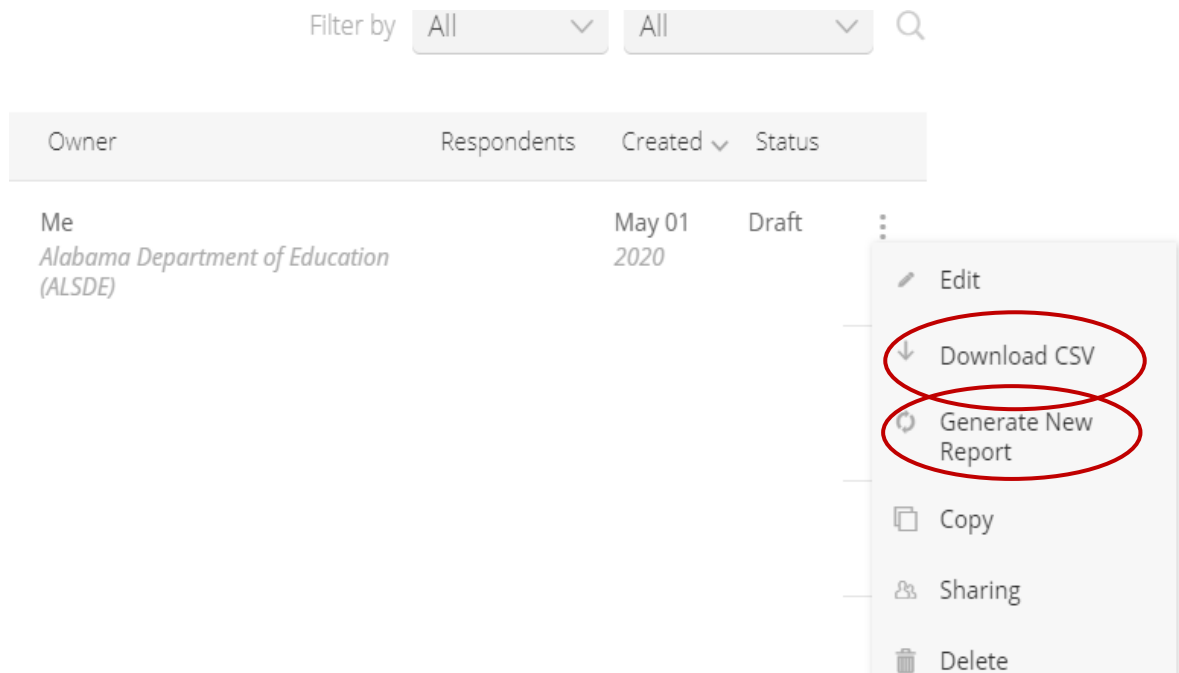
The screenshot shows a dialog box titled "Sharing: Select Institutions". It has a "Selected Institutions" dropdown menu. Below this, there are checkboxes for "Owner", "Partial", "Checked", and "All", and a "Filter Selected" checkbox. The "Owner" is listed as "Jackson County Board of Education". A list of institutions is shown with checkboxes next to them:

- ☒ Alabama Department of Education (ALSDE)
- ☒ Jackson County Board of Education
  - ☒ Bridgeport Elementary School
  - ☒ Bridgeport Middle School
  - ☒ Bryant Elementary School
  - ☐ Dutton Elementary School
  - ☐ Flat Rock School

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

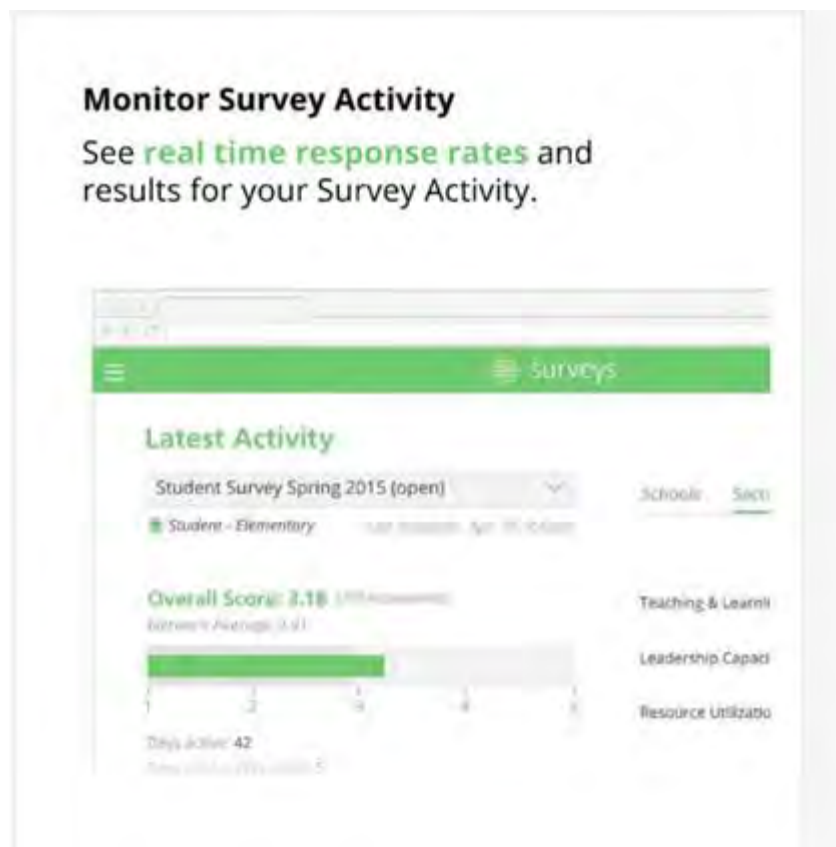




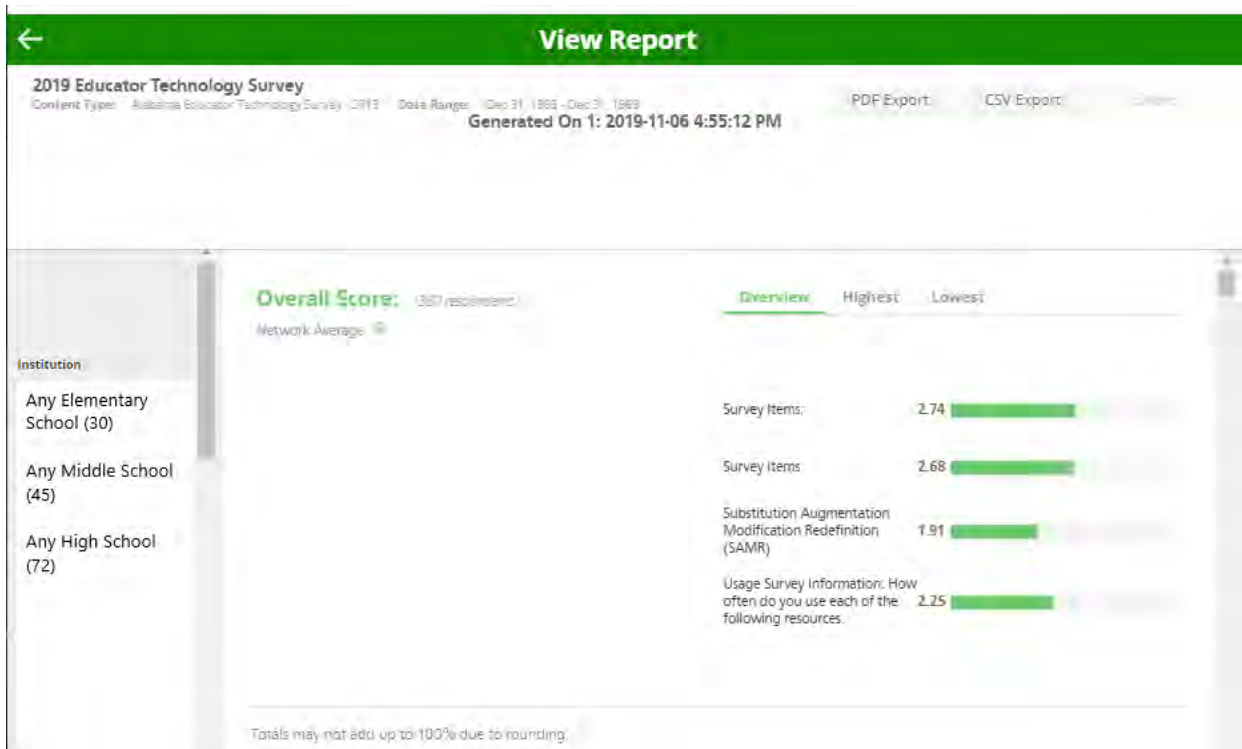
14. Once a report is generated, you may monitor the status of the survey for individual schools by opening the **action menu** in the top left corner; hover over and click on the current institution name. Search using the search box or locate the school in the dropdown window. locate the correct survey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



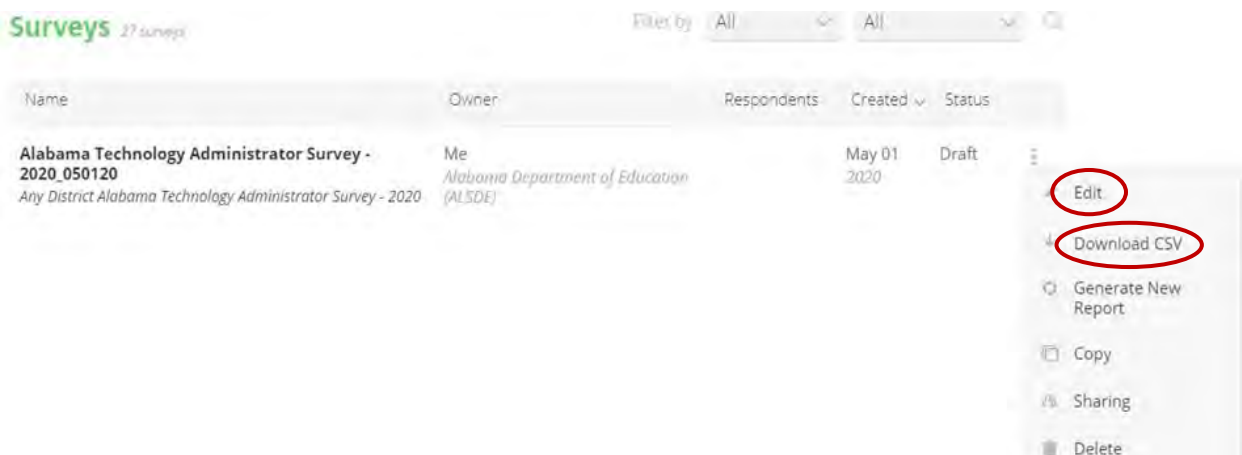
15. If **View Summary Data** is selected in the action menu, the report summary will load in a new window as seen below.



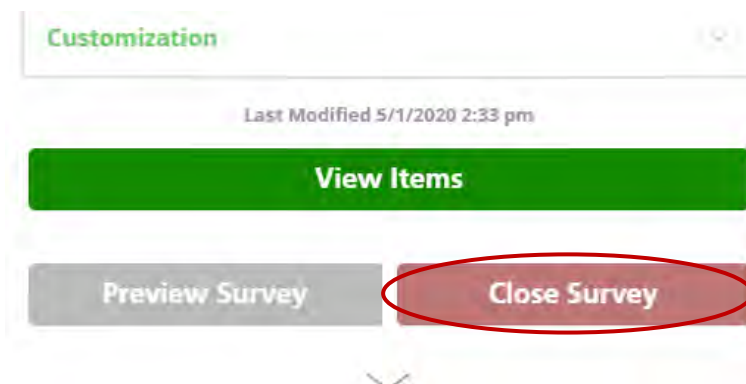
16. If **View Report** is selected in the action menu. The report will open within the window. You may view the institutions and the number of participants. The overall score, the number of respondents and a summary of the items will be provided. Within the view report screen you may export the summary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

