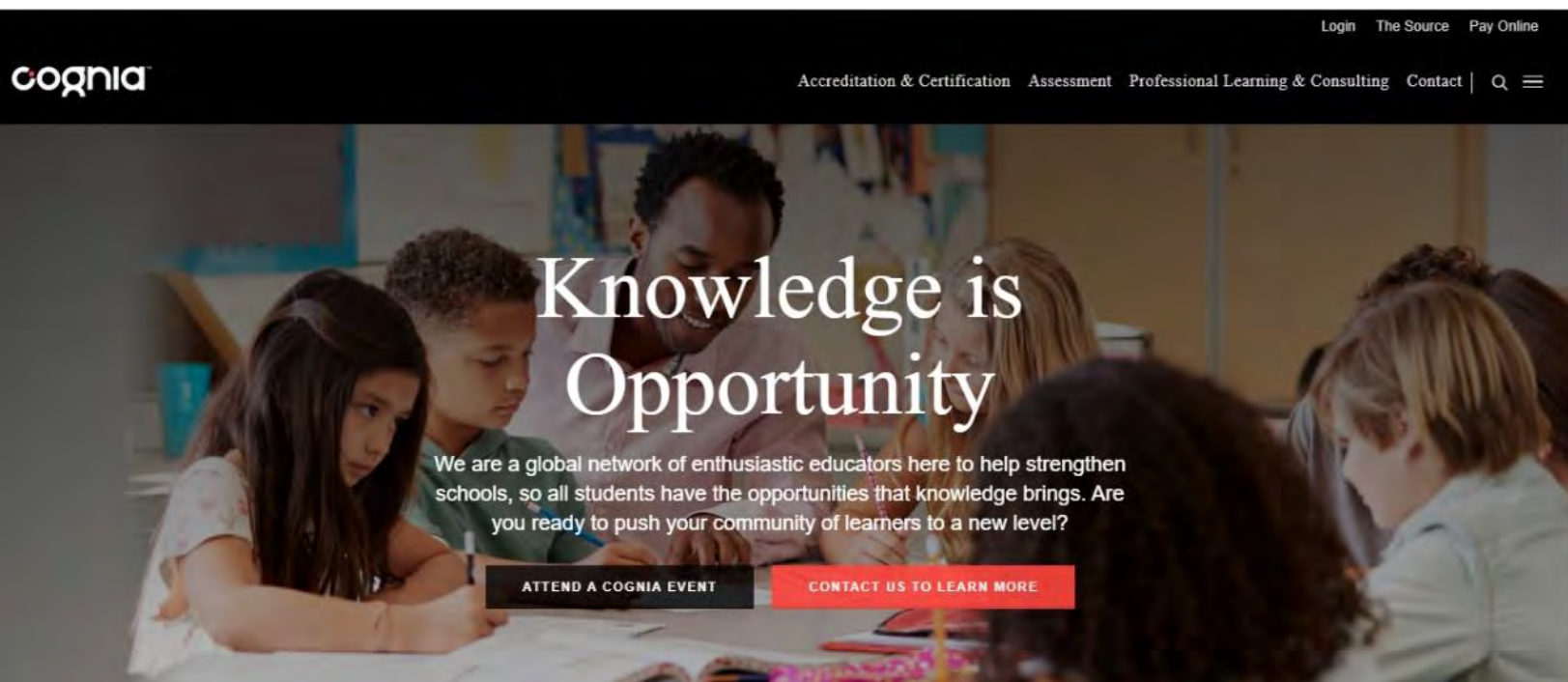# Technology plan survey guidance for system level administrator

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.**

4. 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**.

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

6. Select **Content Library**.
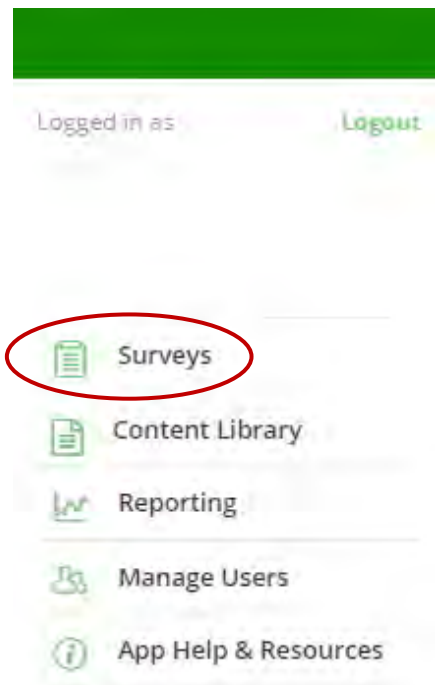

7. Select the Alabama Department of Education tab to see custom content from the state.

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.
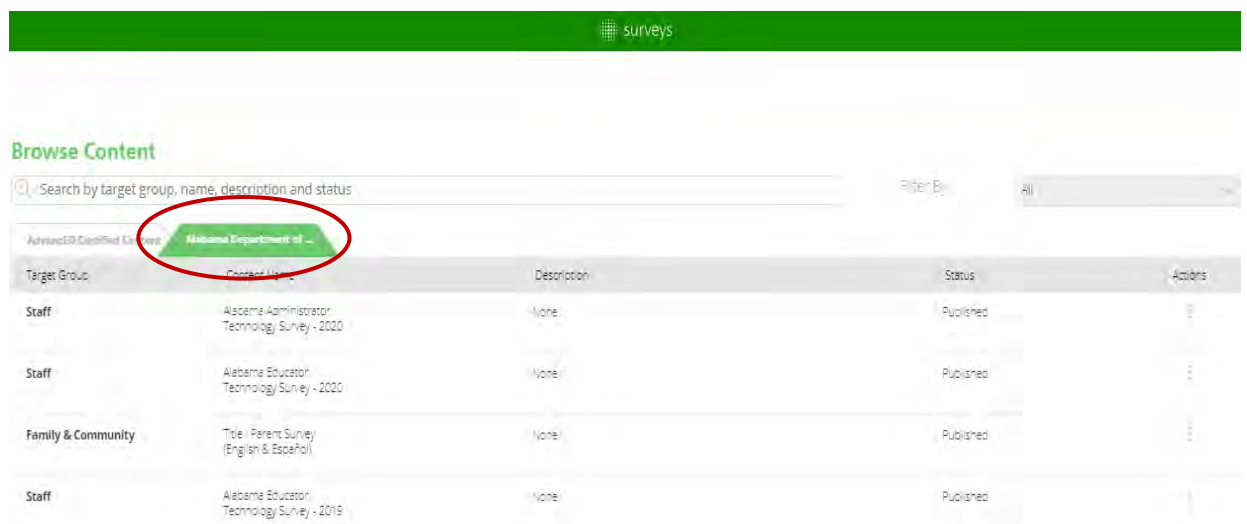
Status	Actions
Published	⋮
Published	⋮
Published	⋮
Published	⋮

- Create Survey
- 👁 Preview
- Copy Template

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.

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

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

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.
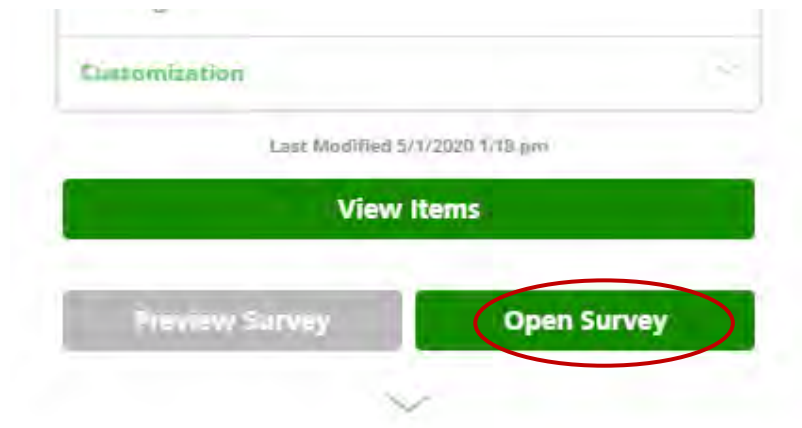
13. Monitor the status of your survey administration by **generating a new report** or d**ownloading CSV** reports
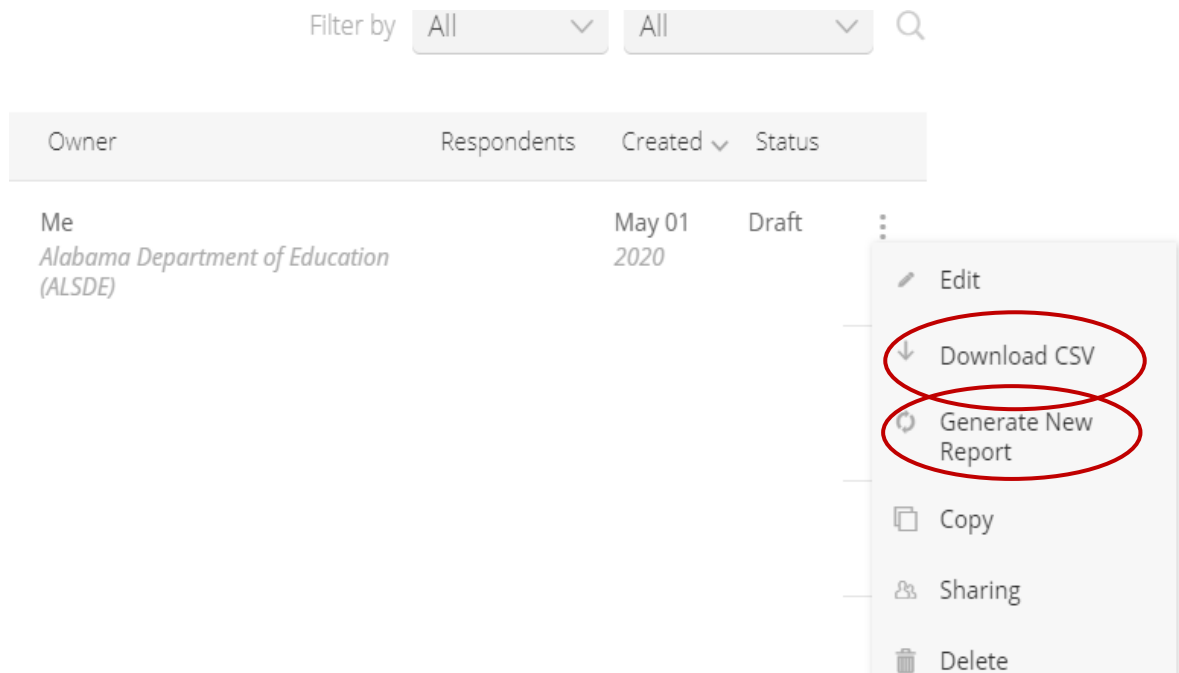
14. Once a report is generated, you may monitor the status of the survey for individual schools by opening the **action menu** in the top left corner; hover over and click on the current institution name. Search using the search box or locate the school in the dropdown window. locate the correct survey 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.
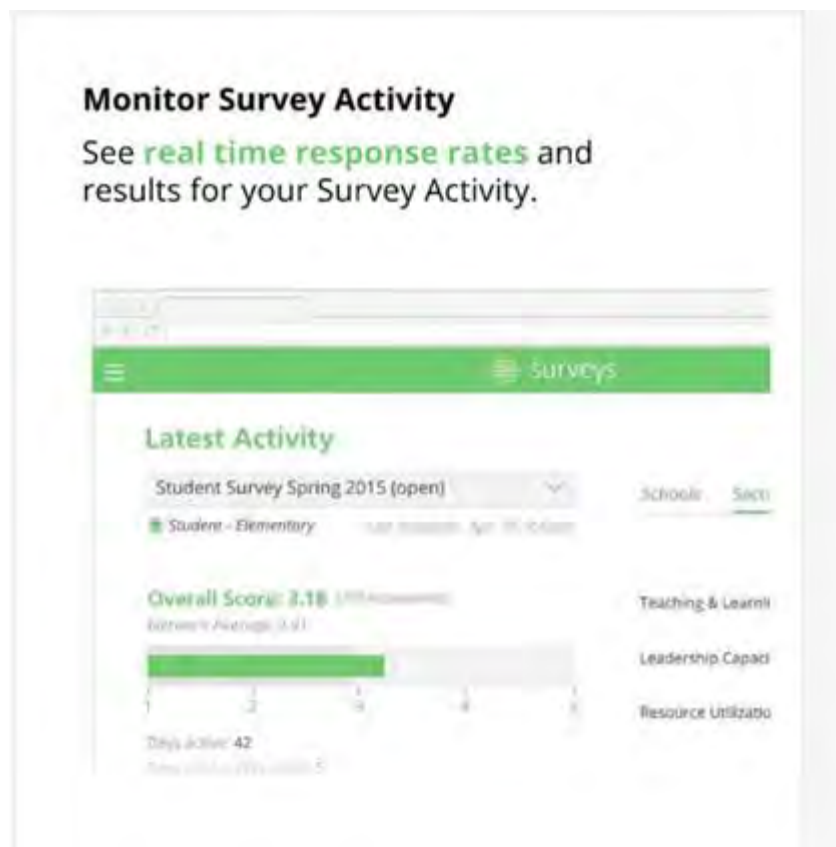
16. If **View Report** is selected in the action menu. The report will open within the window. You may view the institutions and the number of participates. The overall score, the number of respondents and a summary of the items will be provided. Within the view report screen you may export the summary as a .pdf and .csv file.
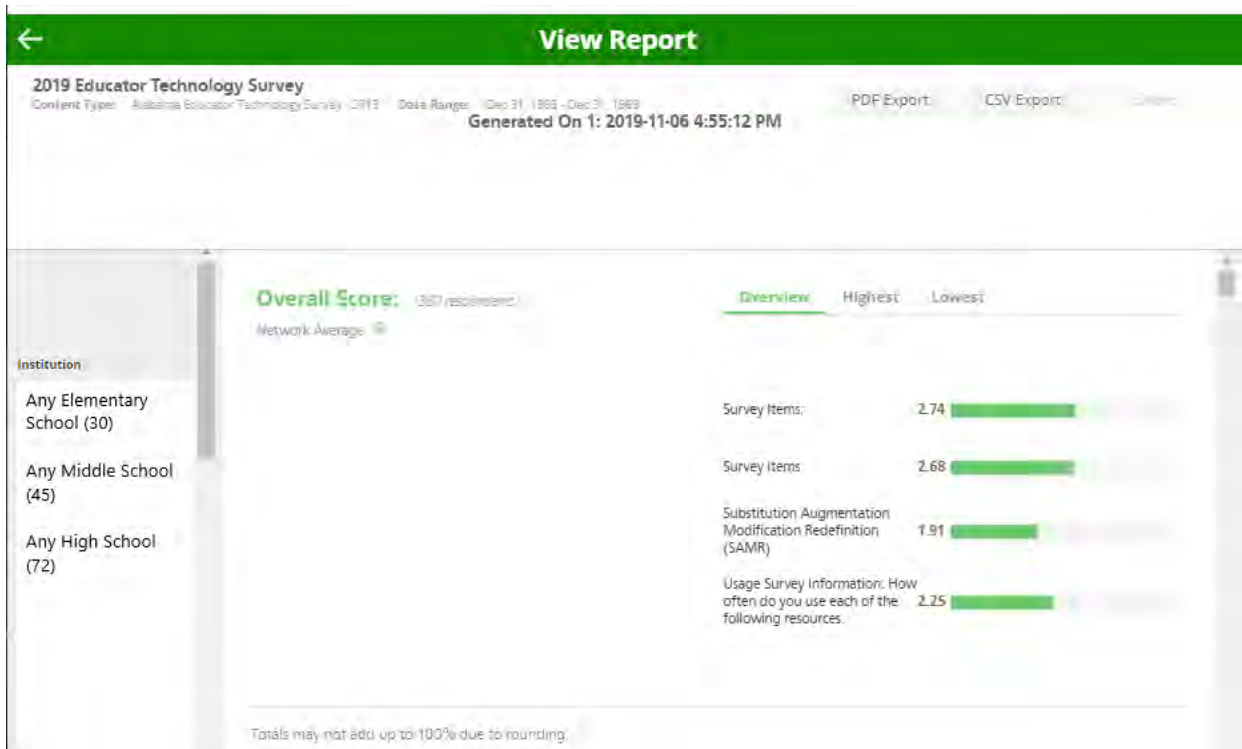
17. When you are ready to close the survey; Open the hamburger menu in the top left corner; Select Surveys from the menu options; locate the correct survey in the dashboard; select the 3 vertical dots (ellipses) under Action menu and select **Edit**.

18. Select **Close Survey** when the administration is complete and you want to disable the link.
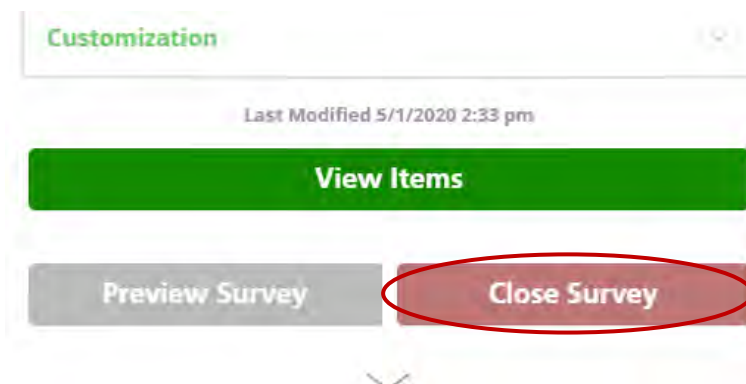
19. Once a report is generated, you can access the survey responses and download a final report by selecting **generate a new report** or **downloading a CSV file**.

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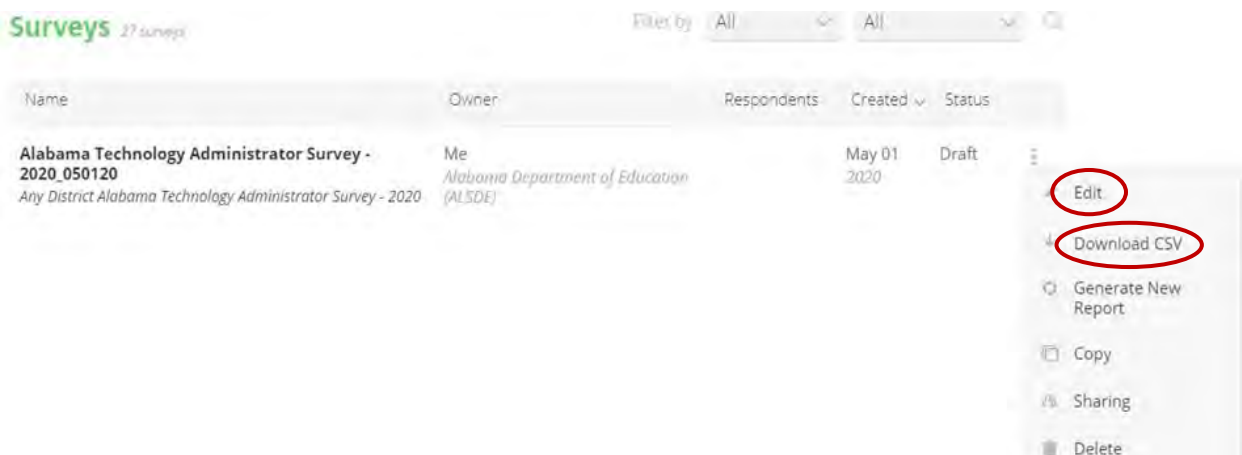
To see individual school responses, hover over and click on the current institution name; search using the search box or locate the institution in the dropdown window. Locate the correct survey in the dashboard; select the 3 vertical dots (ellipses) under Action menu and select **View Summary Data**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