eProve Surveys 102

Customizing Surveys, Creating Reports and More Information
Go to www.advanc-ed.org and click on the Log In link:
New Log In Choices

Please select a logo to log in.

- eProve eleot
- eProve surveys

Click on eProve surveys to access surveys and reports.
Use your Email Address and password
If you are a school, you will be directed to your school.

If you are a district, you will have the choice of going to the district page or to any of the school pages.
Required certified content surveys for the External Review are:

- Parent Survey for Schools
- Staff Survey for Schools
- Student Survey (Middle and High) for Schools-grades 6 – 12
- Student Survey (Elementary) for Schools-grades 3 – 5
How to Customize Certified Surveys
How to Customize Certified Surveys

Select the language(s)
Note: Any customized questions in a language other than English, will need to be translated by you before closing the survey. (see slide#14)

This is where a school or district may share a customized survey with each other by clicking and adding the required information.
How to Customize the Administration of Surveys

For personal computers you may want to “redirect” to your institution’s web page (copy and paste your institution’s landing page link into the box.)

In a computer lab you may want to click on “Reset” so it automatically resets for the next person.
How to Customize Certified Surveys

Click on “Item” icon to add a question.
How to Customize Certified Surveys

Here is where the customization section begins:

- **Example: Please answer the following questions.**
- **Example: Thank you for your time, we appreciate your feedback.**
How to Customize Certified Surveys

View of “add tag” and “answer type” Dropdown options

- Type a question
- Click on “add tags” and click on one or more categories that describe your question – this is required
- Then select your “Answer type” and input answer selections
To save the question, click on the first box.
To use the same content from this question, click on copy.
Click on delete if needed.

How to Customize Certified Surveys
How to Customize Certified Surveys

In the upper right hand corner, there is a dropdown “English”. If you have selected another language, click the dropdown and translate into Spanish (you only need to translate the question you added to the certified content survey.)

The translated customized question must ask the same question as the one presented in English.
How to Customize Certified Surveys

When copying the link, highlight it from left to right. Send the copied link to appropriate stakeholders (Use Google/Chrome as your browser)

Open the Survey
Creating Reports
(Once survey is closed)
# How to Create Reports

## Browse Reports (9 reports)

<table>
<thead>
<tr>
<th>Name</th>
<th>Owner</th>
<th>Content Type</th>
<th>Last Modified</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Survey (Middle and High) for Schools - 2016-03-11</td>
<td>Me, Demo School-Managing Office</td>
<td>Student Survey (Middle and High) for Schools, 2 surveys</td>
<td>Mar 11 2016</td>
</tr>
<tr>
<td>Parent Survey for Schools - 2016-03-04</td>
<td>Me, Demo School-Managing Office</td>
<td>Parent Survey for Schools, 1 survey</td>
<td>Mar 04 2016</td>
</tr>
</tbody>
</table>
How to Create Reports

Select your content type and click on Next.
The Report will reflect the date range you select.
How to Create Reports

Select the surveys for your report

Click on the green “View Report” button
How to Create Reports

Select the box to choose the filters you want for your report

B. Information About Me

1. Gender
   - Female
     - 1 response

2. Race
   - White
     - 1 response

3. Ethnicity
   - Not Hispanic or Latino
     - 1 response
How to Create Reports

1. Name your report:
   - Enter the report name:
     - Student Survey (Middle and High) for Schools - 2016-03-15

2. Save the report:
   - Click on the Save Report button.

3. Export the report:
   - Click on the Export button.

Export options:
- CSV Raw
  - Raw data only.
- CSV Unstacked
  - Raw data only.
• Remember eProve only works with Google/Chrome
• Surveys are all electronic – no paper surveys
• Surveys can be generated in multiple languages
• Surveys must be closed in order to create reports for multiple surveys
• All certified content questions are “locked” and you may not edit or change their order
• All customized questions must be added after the certified content questions