



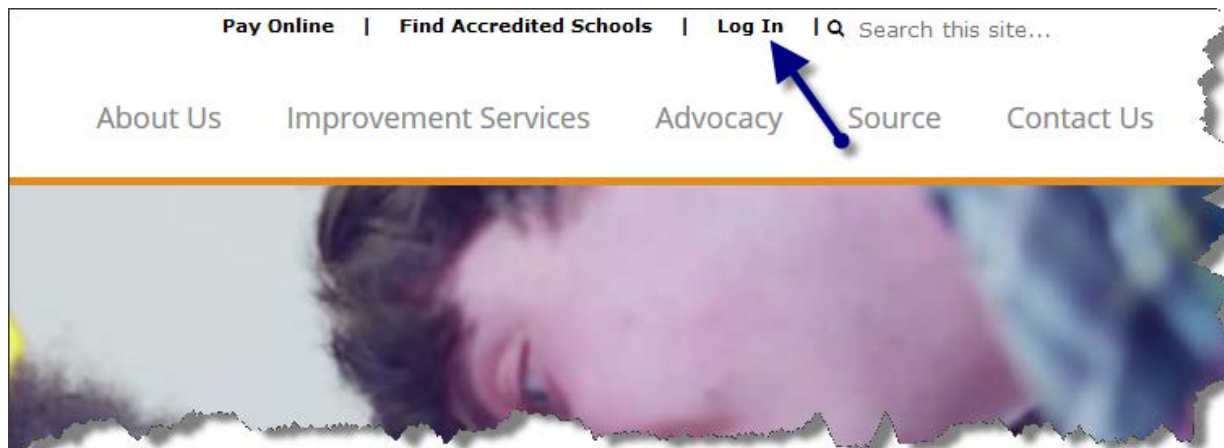
# eProve Surveys 102

Customizing Surveys, Creating  
Reports and More Information



e|Prove™ surveys

Go to [www.advanc-ed.org](http://www.advanc-ed.org) and click on the Log In link:



# *New Log In Choices*



**Click on eProve surveys to access surveys and reports.**

# Use your Email Address and password


Harness the power of dialogue  
with eProve™ surveys

Email Address

Password

**Login**

[Request Password](#) [Contact us for login help](#)




Harness the power of dialogue  
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Email Address

Password

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Email Address

**Request Password**

[Log In](#) [Contact us for login help](#)





e|Prove™ surveys

Select Institution

Which institution would  
you like to view?

Q Search by school, district, or ESA



Which institution would  
you like to view?

Q Demo School- Managing Office

**Demo School- Managing Office**

Alpharetta, Georgia 30009



If you are a school, you will be directed to your school.

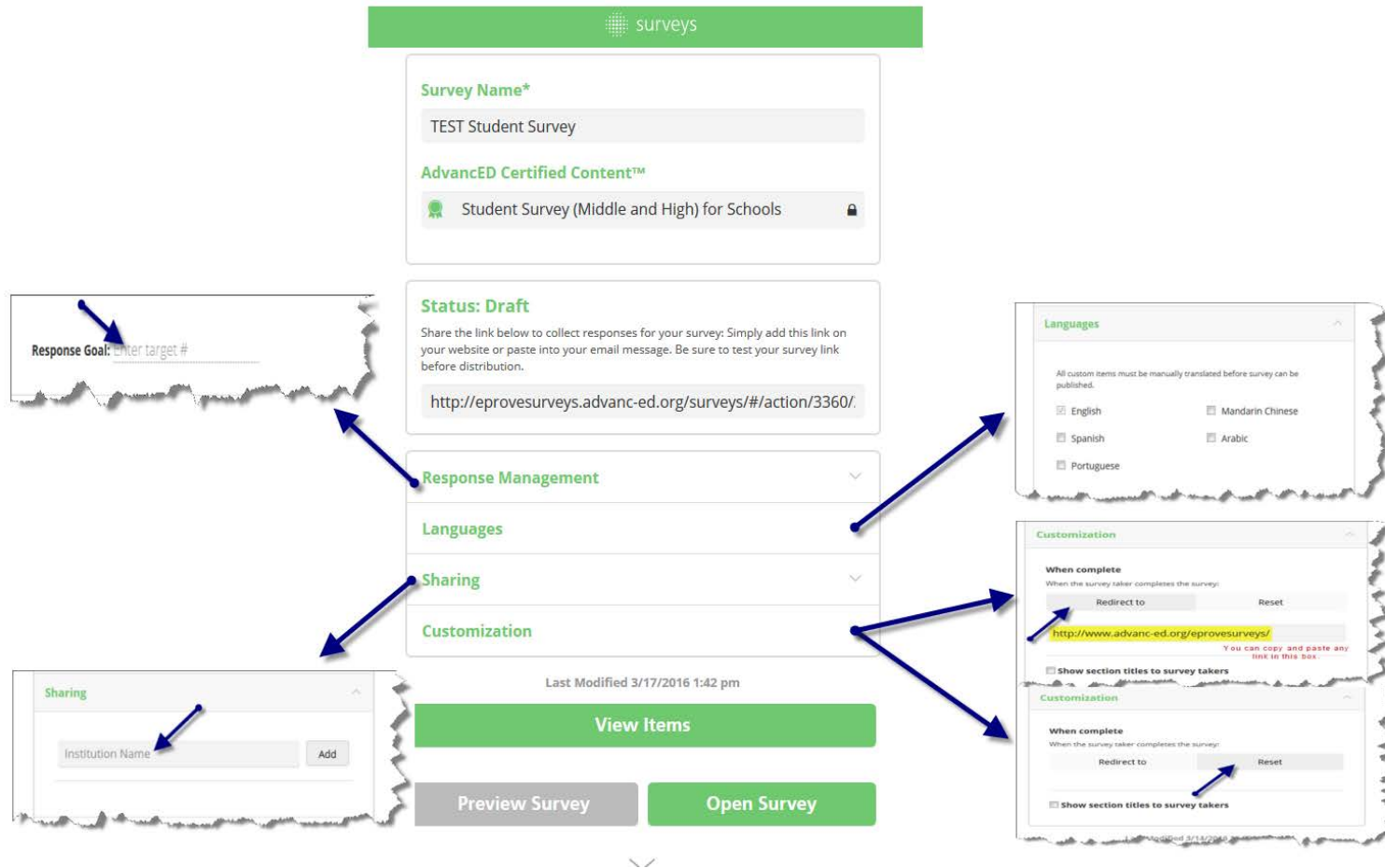
If you are a district, you will have the choice of going to the district page or to any of the school pages.



## **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



The screenshot shows the e|Prove surveys management interface. At the top, a green header contains the 'surveys' logo. Below it, the main content area is divided into several sections:

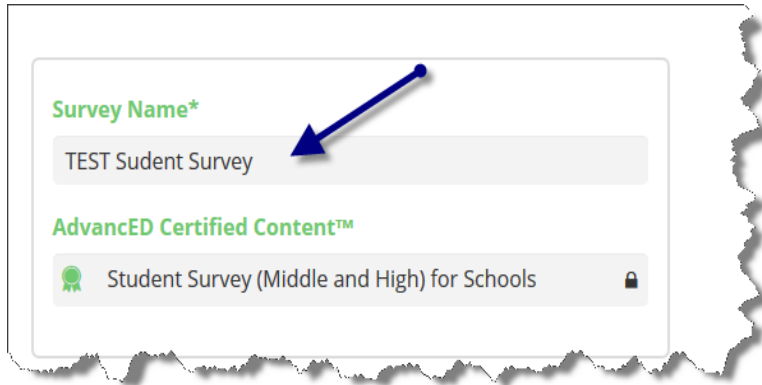
- Survey Name\*:** A text input field containing 'TEST Student Survey'.
- AdvancED Certified Content™:** A dropdown menu showing 'Student Survey (Middle and High) for Schools' with a lock icon.
- Status: Draft:** A section with a green header and a paragraph of instructions. Below it is a URL: `http://eprovesurveys.advanc-ed.org/surveys/#!/action/3360/`.
- Response Management:** A section with a dropdown arrow.
- Languages:** A section with a dropdown arrow.
- Sharing:** A section with a dropdown arrow.
- Customization:** A section with a dropdown arrow.

At the bottom, there is a 'Last Modified 3/17/2016 1:42 pm' timestamp, a green 'View Items' button, and two buttons: 'Preview Survey' and 'Open Survey'.

Four callout boxes with blue arrows point to specific features:

- Response Goal:** A callout box with a blue arrow pointing to the 'Response Goal' label and a text input field containing 'Enter target #'.
- Sharing:** A callout box with a blue arrow pointing to the 'Institution Name' text input field in the 'Sharing' section.
- Languages:** A callout box with a blue arrow pointing to the 'Languages' section, which lists 'English', 'Spanish', 'Portuguese', 'Mandarin Chinese', and 'Arabic' with checkboxes.
- Customization:** A callout box with a blue arrow pointing to the 'When complete' section, which includes a 'Redirect to' text input field containing `http://www.advanc-ed.org/eprovesurveys/` and a 'Reset' button.

## How to Customize Certified Surveys



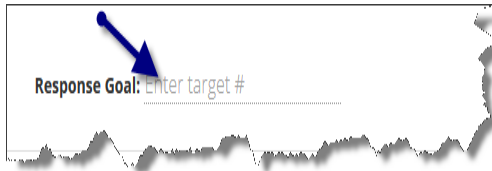
**Survey Name\***

TEST Sudent Survey

**AdvancED Certified Content™**

Student Survey (Middle and High) for Schools

A blue arrow points to the "TEST Sudent Survey" text input field.



**Response Goal:** Enter target #

A blue arrow points to the "Enter target #" text input field.

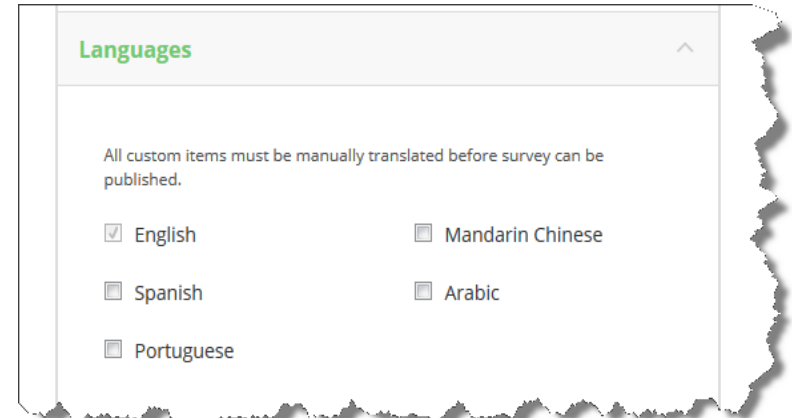


**Sharing**

Institution Name

Add

A blue arrow points to the "Institution Name" text input field.



**Languages**

All custom items must be manually translated before survey can be published.

English

Spanish

Portuguese

Mandarin Chinese

Arabic

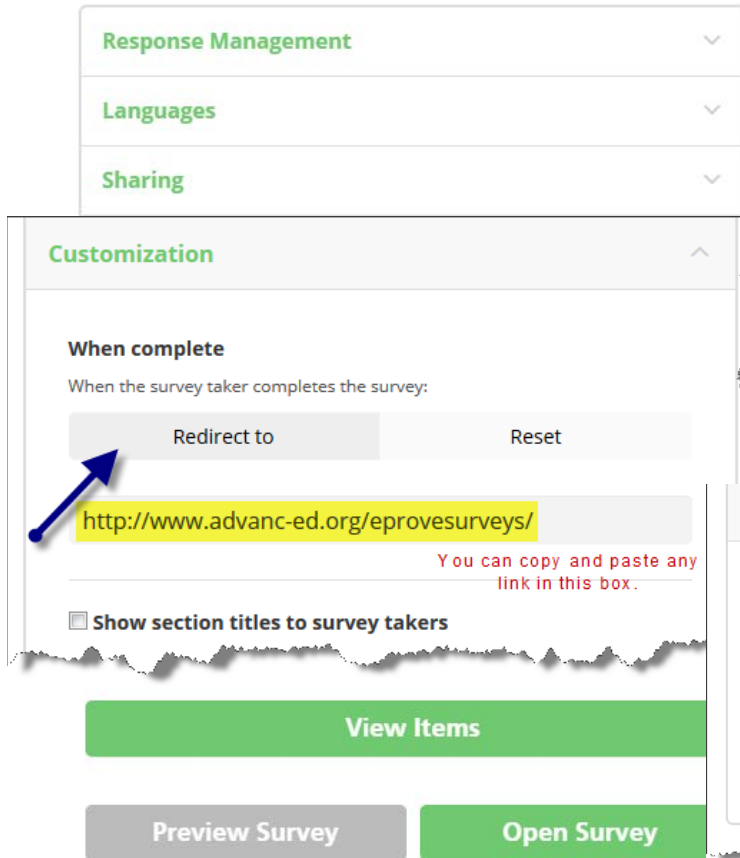
Select the language(s)

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.

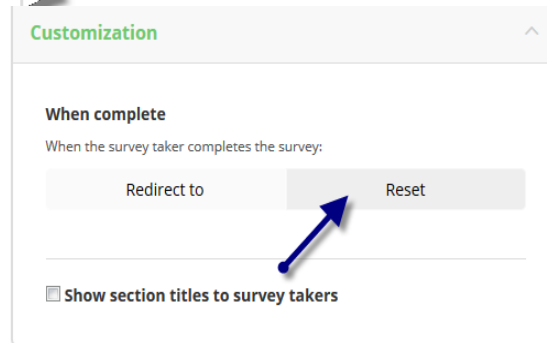


## How to Customize the Administration of Surveys



The screenshot shows the administration interface with a sidebar on the left containing menu items: Response Management, Languages, and Sharing. The main content area is titled "Customization" and includes a section "When complete" with the instruction "When the survey taker completes the survey:". Below this, there are two buttons: "Redirect to" and "Reset". A blue arrow points to the "Redirect to" button. Below the buttons is a text input field containing the URL "http://www.advanc-ed.org/e provesurveys/". A red note below the field says "You can copy and paste any link in this box.". Below the input field is a checkbox labeled "Show section titles to survey takers". At the bottom of the panel are three buttons: "View Items", "Preview Survey", and "Open Survey".

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.)



This is a close-up of the "Customization" panel, specifically the "When complete" section. It shows the "Redirect to" and "Reset" buttons. A blue arrow points to the "Reset" button. Below the buttons is the "Show section titles to survey takers" checkbox. At the bottom of the panel, there is a timestamp: "Last Modified 3/14/2016 12:55 PM".

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



# How to Customize Certified Surveys

The screenshot shows the e|Prove surveys editor interface. On the left is a sidebar with a list of categories: D. Governance and Leadership, E. Teaching and Assessing for Learning, F. Resources and Support Systems, G. Using Results for Continuous Improvement, and H. Open-Ended Questions. Under 'H. Open-Ended Questions', three questions are listed, with the second one selected and highlighted in green. The main area displays the selected question: '2. What is one thing you don't like about your school?' followed by a text input field. Below it is question '3. What is one idea that would make your school a better place?' with another text input field. A large text overlay reads 'Click on "Item" icon to add a question.' Below the questions is a toolbar with icons for 'Add', 'Item', 'Section', 'Page break', and 'Message'. The 'Item' icon is highlighted in yellow. The interface also shows 'page break' and 'end of survey' markers.



## How to Customize Certified Surveys

Here is where the customization section begins:

**New Section**

Add instructions here for your new section.  
\*\*Example: Please answer the following questions.\*\*

Add   Item   Section

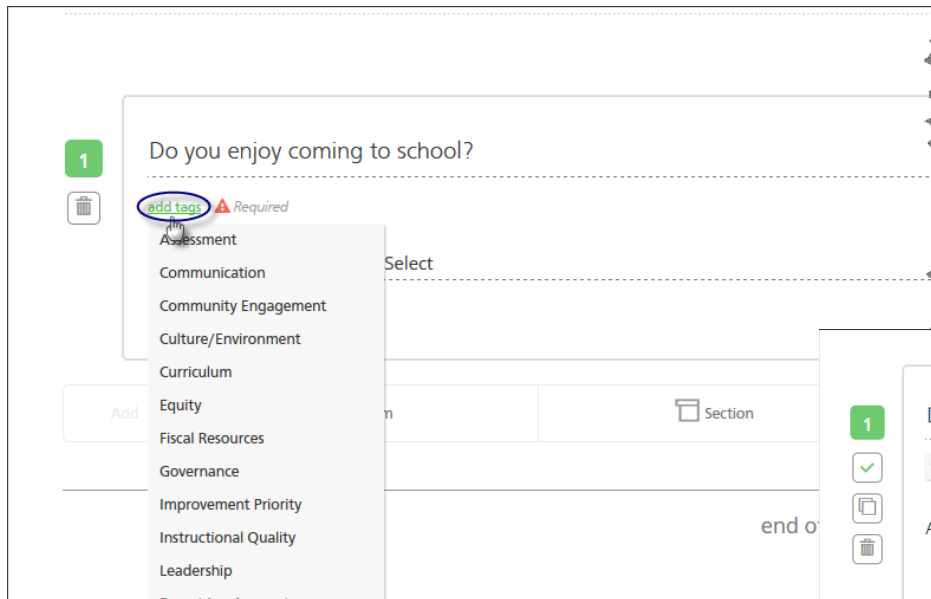
You can type any message you would like in these area.  
\*\*Example: Thank you for your time, we appreciate your feedback.\*\*

Add   Item   Section   Page break   Message

## 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

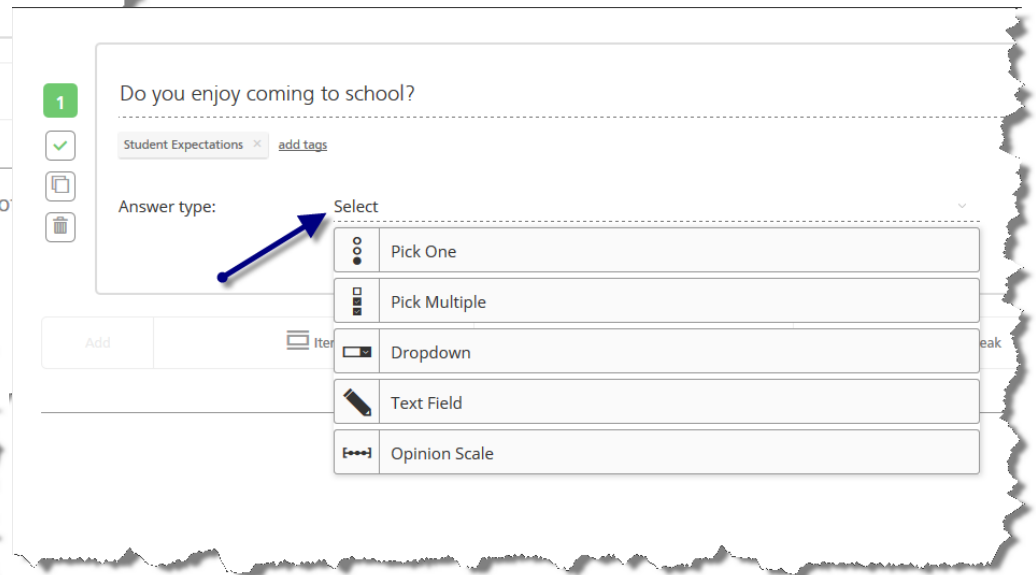


1 Do you enjoy coming to school?

add tags Required

- Assessment
- Communication
- Community Engagement
- Culture/Environment
- Curriculum
- Equity
- Fiscal Resources
- Governance
- Improvement Priority
- Instructional Quality
- Leadership

Section

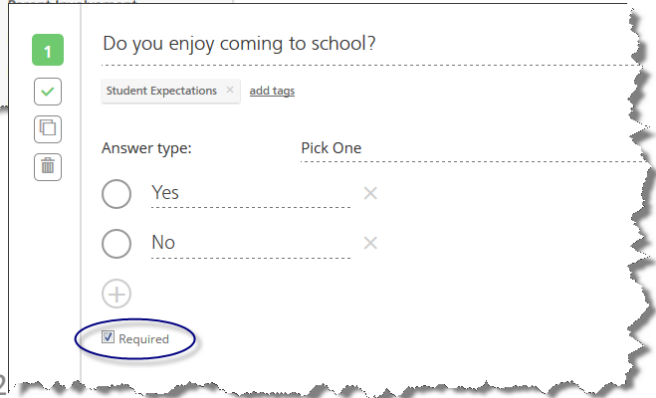


1 Do you enjoy coming to school?

Student Expectations  add tags

Answer type:

- Pick One
- Pick Multiple
- Dropdown
- Text Field
- Opinion Scale



1 Do you enjoy coming to school?

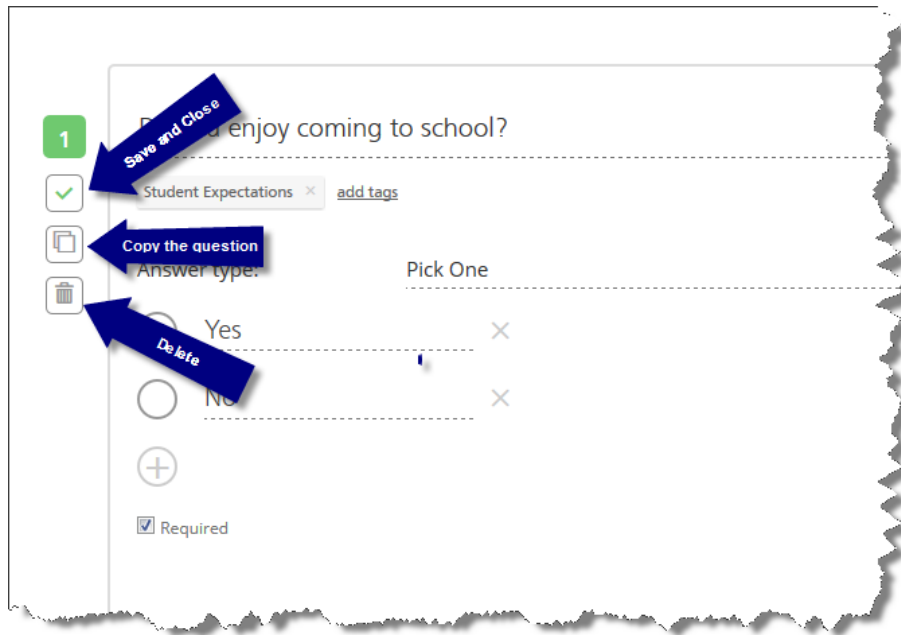
Student Expectations  add tags

Answer type:

Yes  No

Required

## How to Customize Certified Surveys

A screenshot of the e|Prove surveys question editor interface. The question text is "Do you enjoy coming to school?". The interface includes a left sidebar with a green box containing the number "1", a checkmark icon, a copy icon, and a delete icon. Three blue arrows point to these icons with labels: "Save and Close" points to the checkmark, "Copy the question" points to the copy icon, and "Delete" points to the delete icon. The main area shows the question text, a tag "Student Expectations" with a close button, an "add tags" button, and the "Answer type" set to "Pick One". Below this, there are two radio button options: "Yes" and "No", each with a close button. At the bottom, there is a plus sign icon and a "Required" checkbox which is checked.

- 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



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

### Survey Name\*

TESTING ARIZONA

### AdvancED Certified Content™

 Student Survey (Middle and High) for Schools 

### Status: Draft

Share the link below to collect responses for your survey: Simply add this link on your website or paste into your email message. Be sure to test your survey link before distribution.

<http://eprovesurveys.advanc-ed.org/surveys/#!/action/3019/>

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

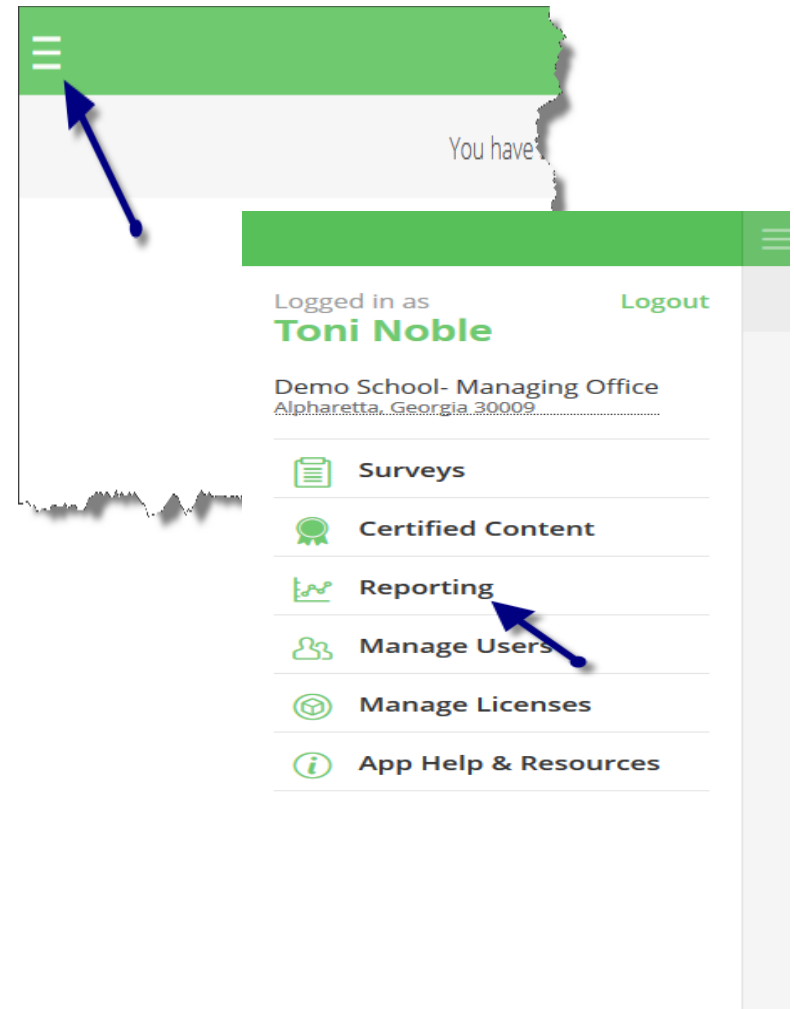
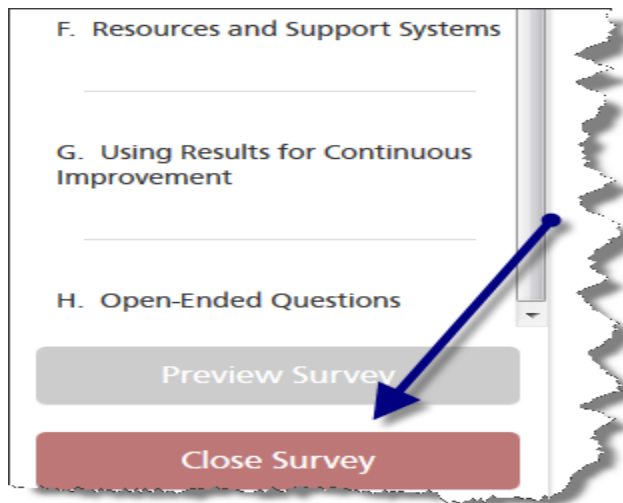
### 1. Do you enjoy coming to school?

You can type any message you would like in these area.  
\*\*Example: Thank you for your time, we appreciate your feedback.\*\*

Preview Survey

Open Survey

# Creating Reports (Once survey is closed)





# How to Create Reports

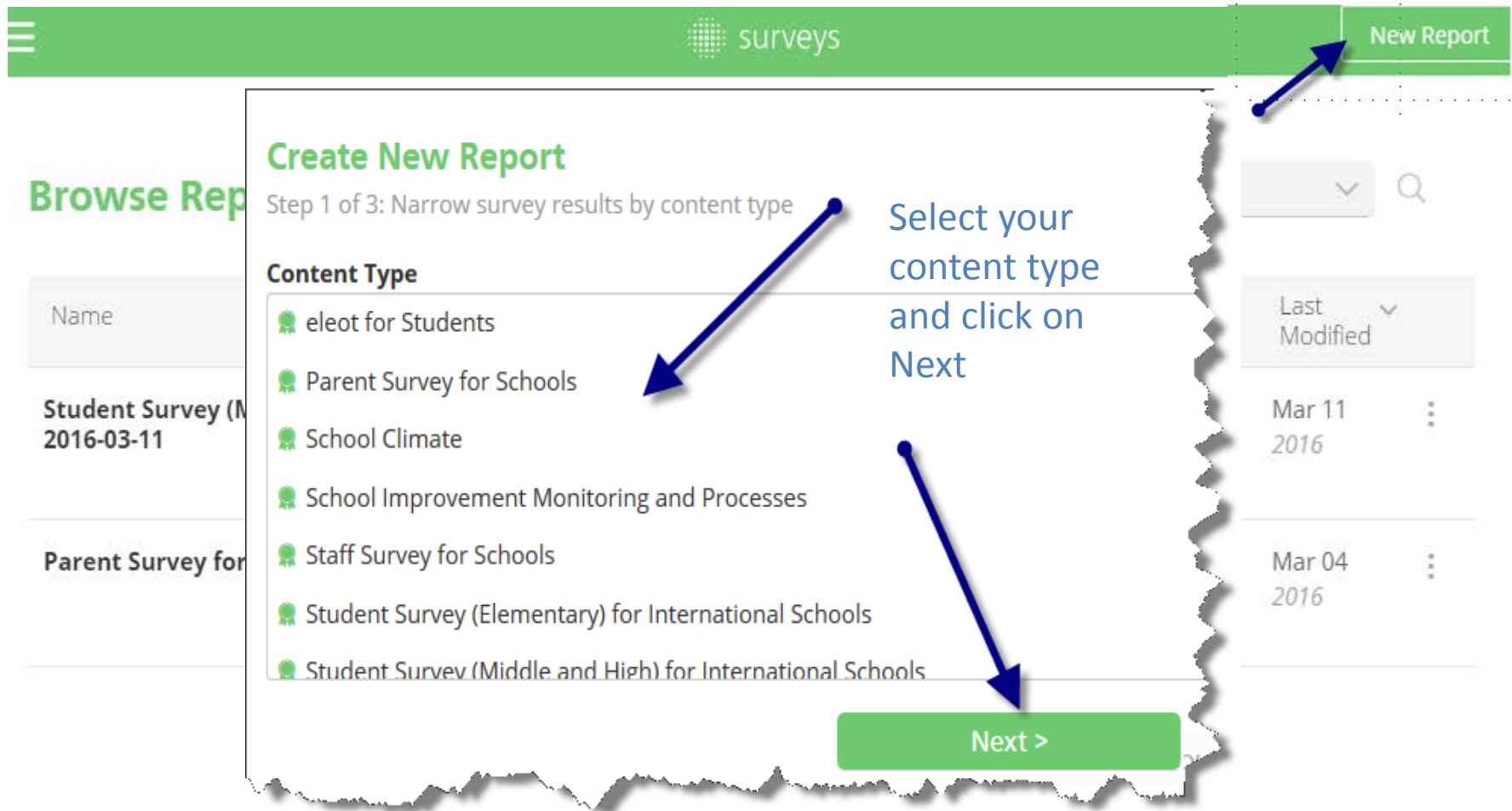


## Browse Reports 9 reports

Filter by All

Name	Owner	Content Type	Last Modified	
<b>Student Survey (Middle and High) for Schools - 2016-03-11</b>	Me <i>Demo School- Managing Office</i>	 <i>Student Survey (Middle and High) for Schools</i> 2 surveys	Mar 11 2016	⋮
<b>Parent Survey for Schools - 2016-03-04</b>	Me <i>Demo School- Managing Office</i>	 <i>Parent Survey for Schools</i> 1 survey	Mar 04 2016	⋮

# How to Create Reports



**Create New Report**  
Step 1 of 3: Narrow survey results by content type

Select your content type and click on Next

**Content Type**

- eleot for Students
- Parent Survey for Schools
- School Climate
- School Improvement Monitoring and Processes
- Staff Survey for Schools
- Student Survey (Elementary) for International Schools
- Student Survey (Middle and High) for International Schools

Next >

**Browse Reports**

Name

Student Survey (Middle and High) for International Schools  
2016-03-11

Parent Survey for Schools

Last Modified

Mar 11 2016

Mar 04 2016

## Browse Reports

Name

Student Survey (Middle School) 2016-03-11

Parent Survey for School

Student Survey (Middle School International Schools)

Student Survey (Middle School International Schools)

## Create New Report



Step 2 of 3: Narrow survey results by selecting a date range

From Date

clear

To Date

clear

03/11/2016

03/11/2016



March 2016



Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		



March 2016



Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

The Report will reflect the date

range you select

&lt; Previous

Next &gt;

Last Modified

Mar 11 2016

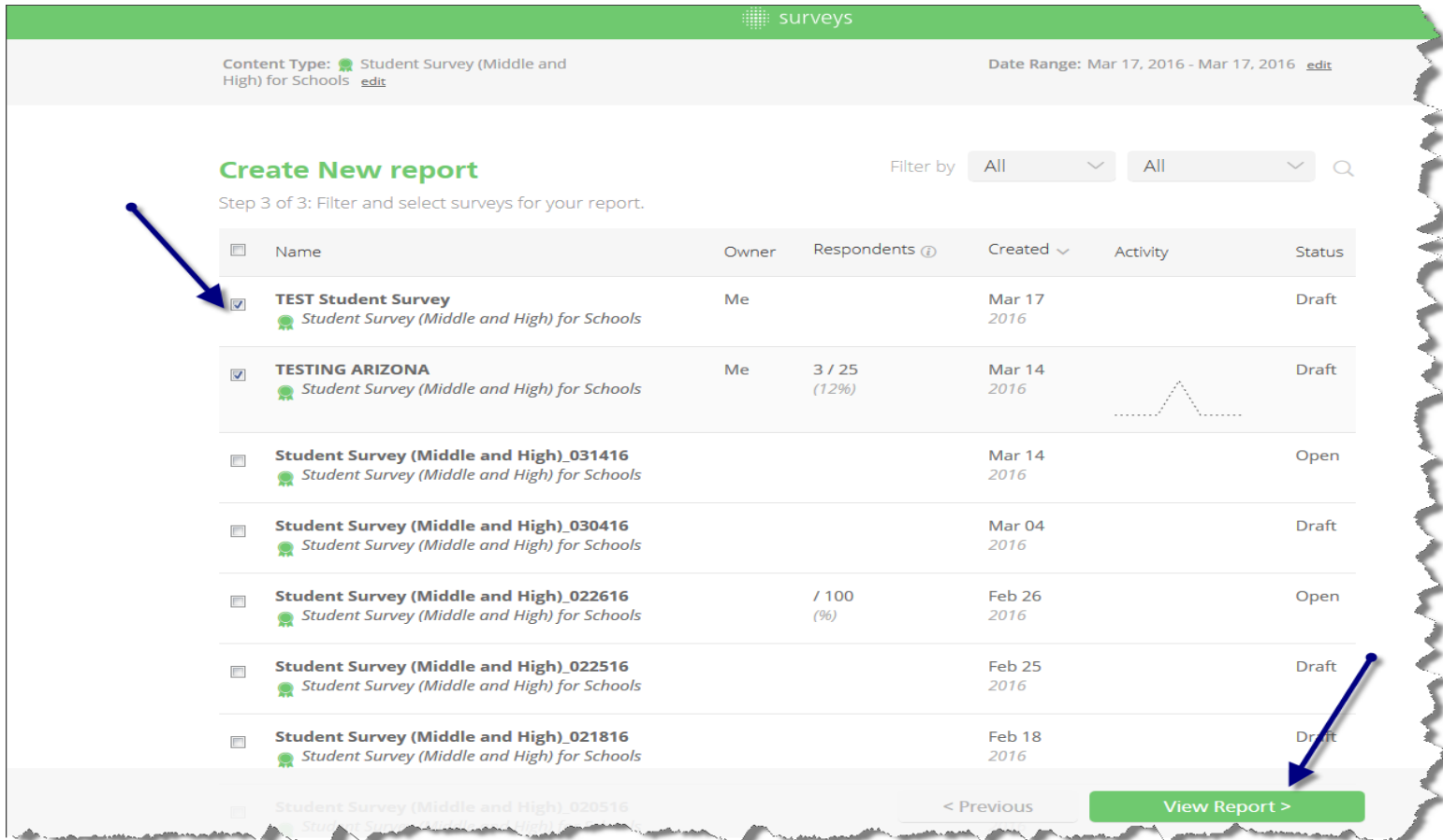
Mar 04 2016

Mar 03 2016


Mar 03 2016

# How to Create Reports

## Select the surveys for your report



The screenshot shows the 'surveys' dashboard. At the top, it displays 'Content Type: Student Survey (Middle and High) for Schools' and 'Date Range: Mar 17, 2016 - Mar 17, 2016'. Below this, there's a 'Create New report' section with a 'Filter by' dropdown set to 'All'. A blue arrow points to the checkbox for the first survey, 'TEST Student Survey'. The main area contains a table of surveys with columns for Name, Owner, Respondents, Created, Activity, and Status. A blue arrow points to the 'View Report >' button at the bottom right of the table.

<input type="checkbox"/>	Name	Owner	Respondents	Created	Activity	Status
<input checked="" type="checkbox"/>	<b>TEST Student Survey</b> Student Survey (Middle and High) for Schools	Me		Mar 17 2016		Draft
<input checked="" type="checkbox"/>	<b>TESTING ARIZONA</b> Student Survey (Middle and High) for Schools	Me	3 / 25 (12%)	Mar 14 2016		Draft
<input type="checkbox"/>	<b>Student Survey (Middle and High)_031416</b> Student Survey (Middle and High) for Schools			Mar 14 2016		Open
<input type="checkbox"/>	<b>Student Survey (Middle and High)_030416</b> Student Survey (Middle and High) for Schools			Mar 04 2016		Draft
<input type="checkbox"/>	<b>Student Survey (Middle and High)_022616</b> Student Survey (Middle and High) for Schools		/ 100 (%)	Feb 26 2016		Open
<input type="checkbox"/>	<b>Student Survey (Middle and High)_022516</b> Student Survey (Middle and High) for Schools			Feb 25 2016		Draft
<input type="checkbox"/>	<b>Student Survey (Middle and High)_021816</b> Student Survey (Middle and High) for Schools			Feb 18 2016		Draft
<input type="checkbox"/>	<b>Student Survey (Middle and High)_020516</b> Student Survey (Middle and High) for Schools					Draft

Click on the green “View Report” button

# How to Create Reports

Report Preview - Name your report and save

Staff Survey for Schools - 2016-03-11

Save Report

Content Type:  Staff Survey for Schools [edit](#) Date Range: Mar 11, 2016 - Mar 11, 2016 [edit](#)

Clear Filters

**School**

Demo School- Managing Office (3)

**Gender**

Male (1)

Female (2)

**Race**

American Indian or Alaska Native

Asian (1)

Black or African American

Native Hawaiian or Other Pacific Islander

White (1)

Two or more races (1)

**Ethnicity**

Hispanic (1)

Not Hispanic or Latino (2)

**Grade**

6th grade

7th grade

8th grade

9th grade

10th grade (2)

11th grade (1)

## B. Information About Me

1. Gender ▾

Female

1

100%

1 response

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

2. Race ▾

White

1

100%

1 response

3. Ethnicity ▾

Not Hispanic or Latino

1

100%

1 response

## How to Create Reports



Report Preview - Name your report and save

Student Survey (Middle and High) for Schools - 2016-03-15

Save Report

Export Share

Export

Only the currently-selected surveys and filters will be included in your r

- CSV Raw  
*Raw data only.*
- CSV Unstacked  
*Raw data only.*

Cancel Export

# eProve Surveys 102

## Reminders

- 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