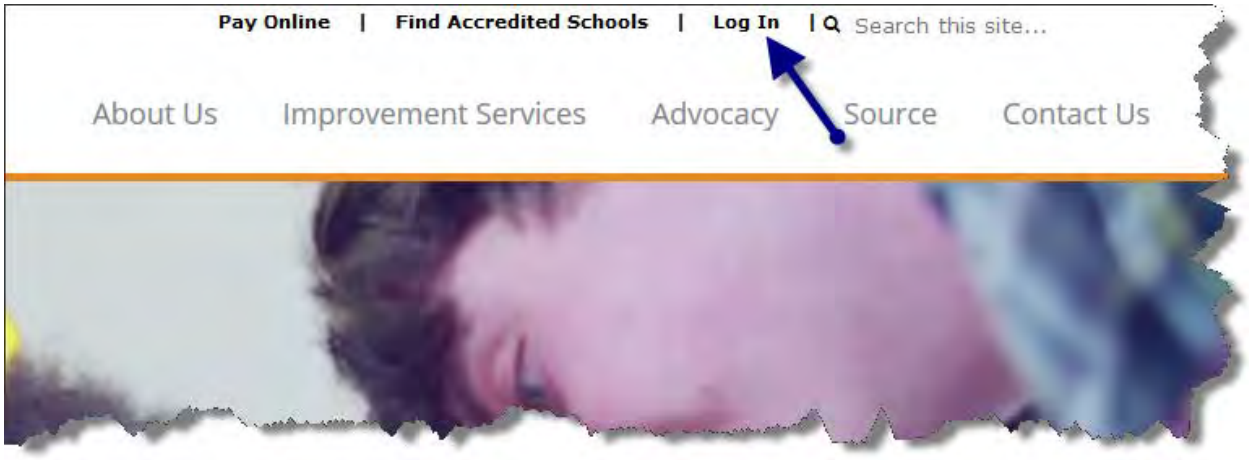
eProve Surveys 102

Customizing Surveys, Creating Reports and More Information

e|Prove surveys

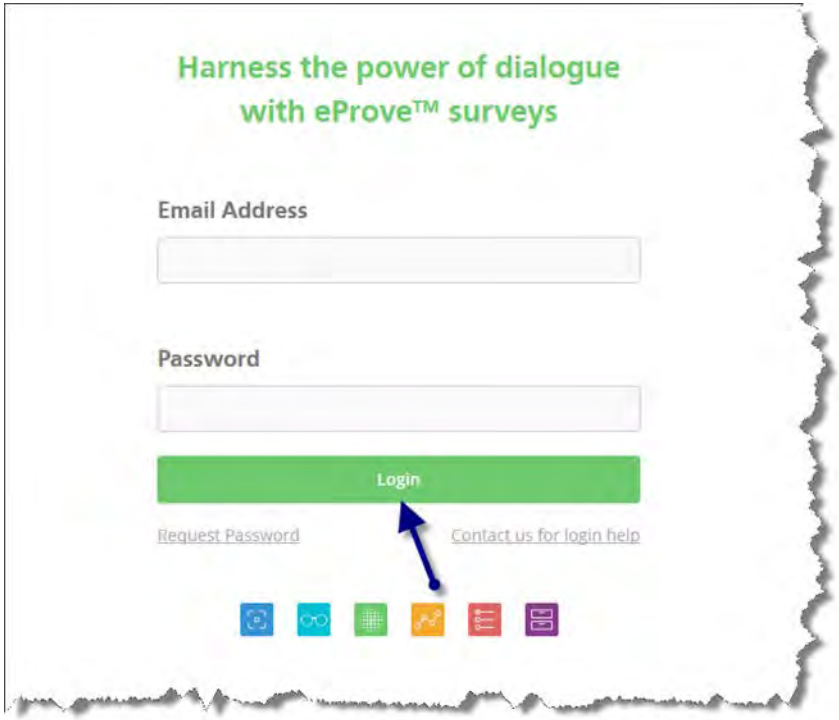
Go to www.advanc-ed.org and click on the Log In link:

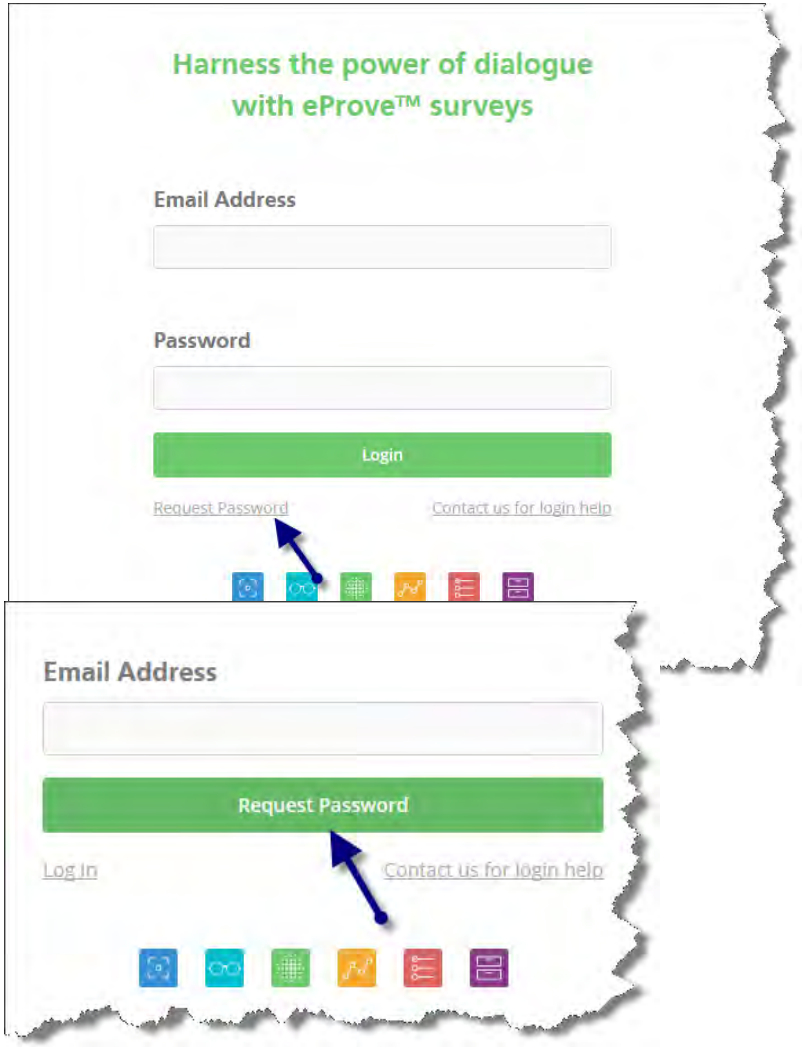


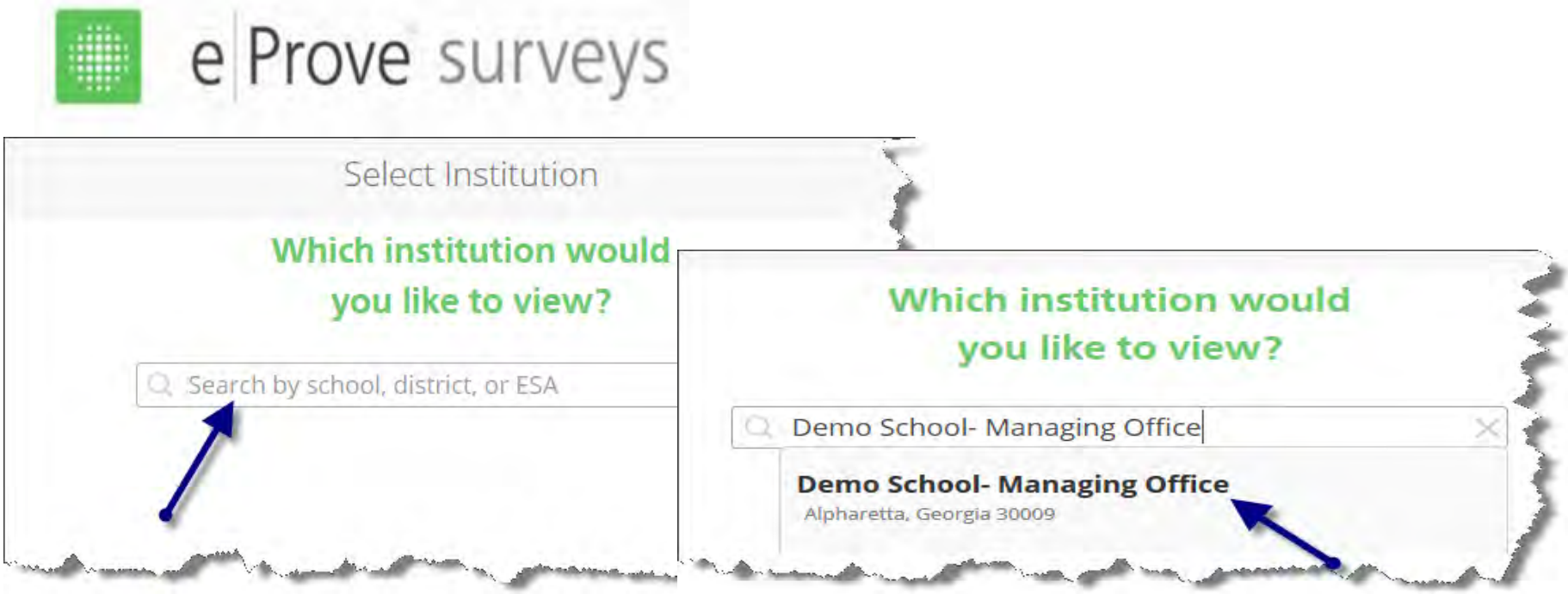
New Log In Choices

Click on eProve surveys to access surveys and reports.

Use your Email Address and password







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.

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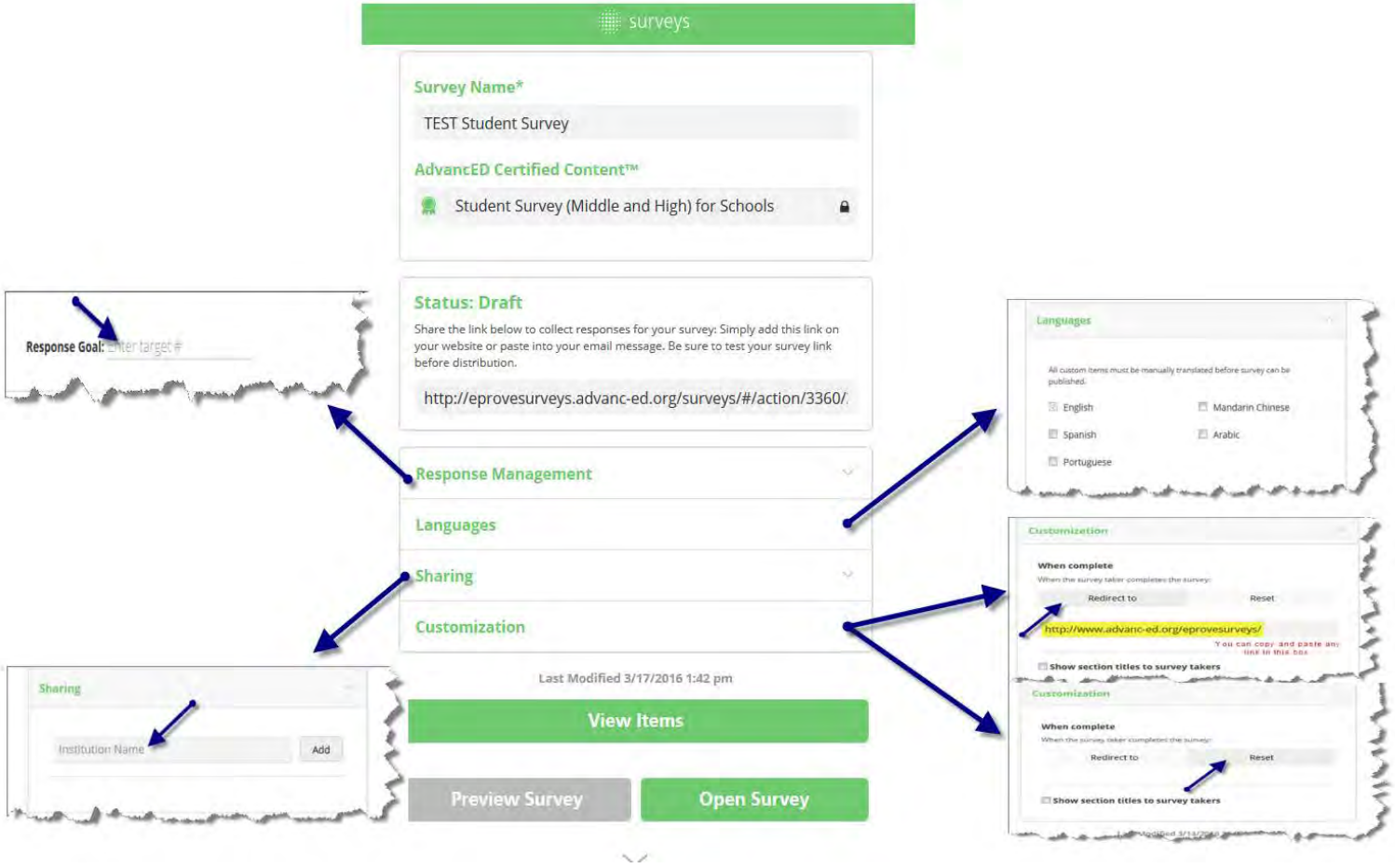
Required certified content surveys for the External Review are:

- 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



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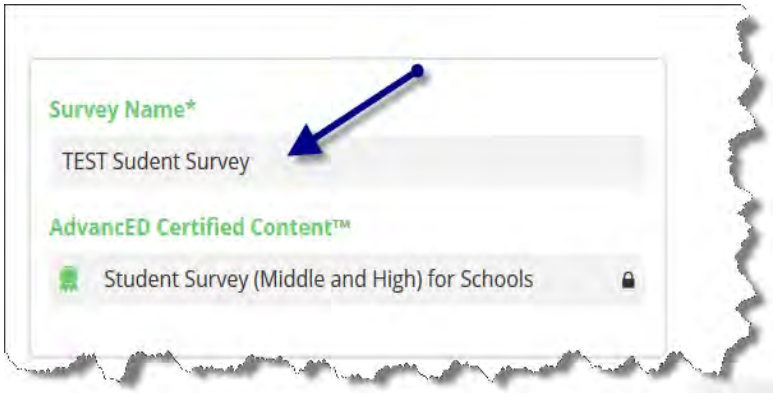
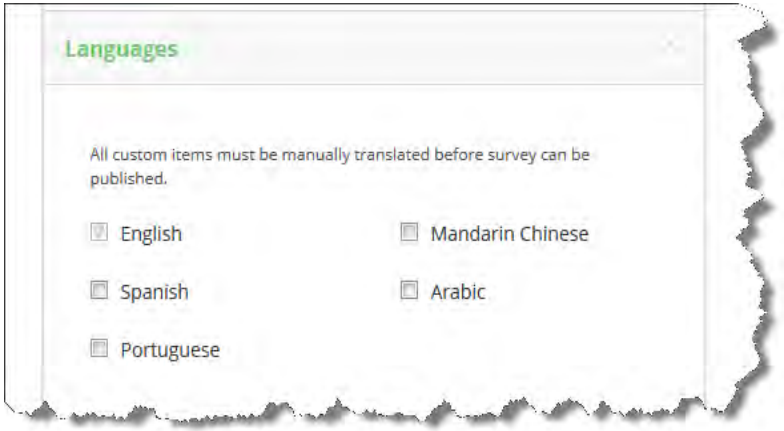
How to Customize Certified Surveys





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.

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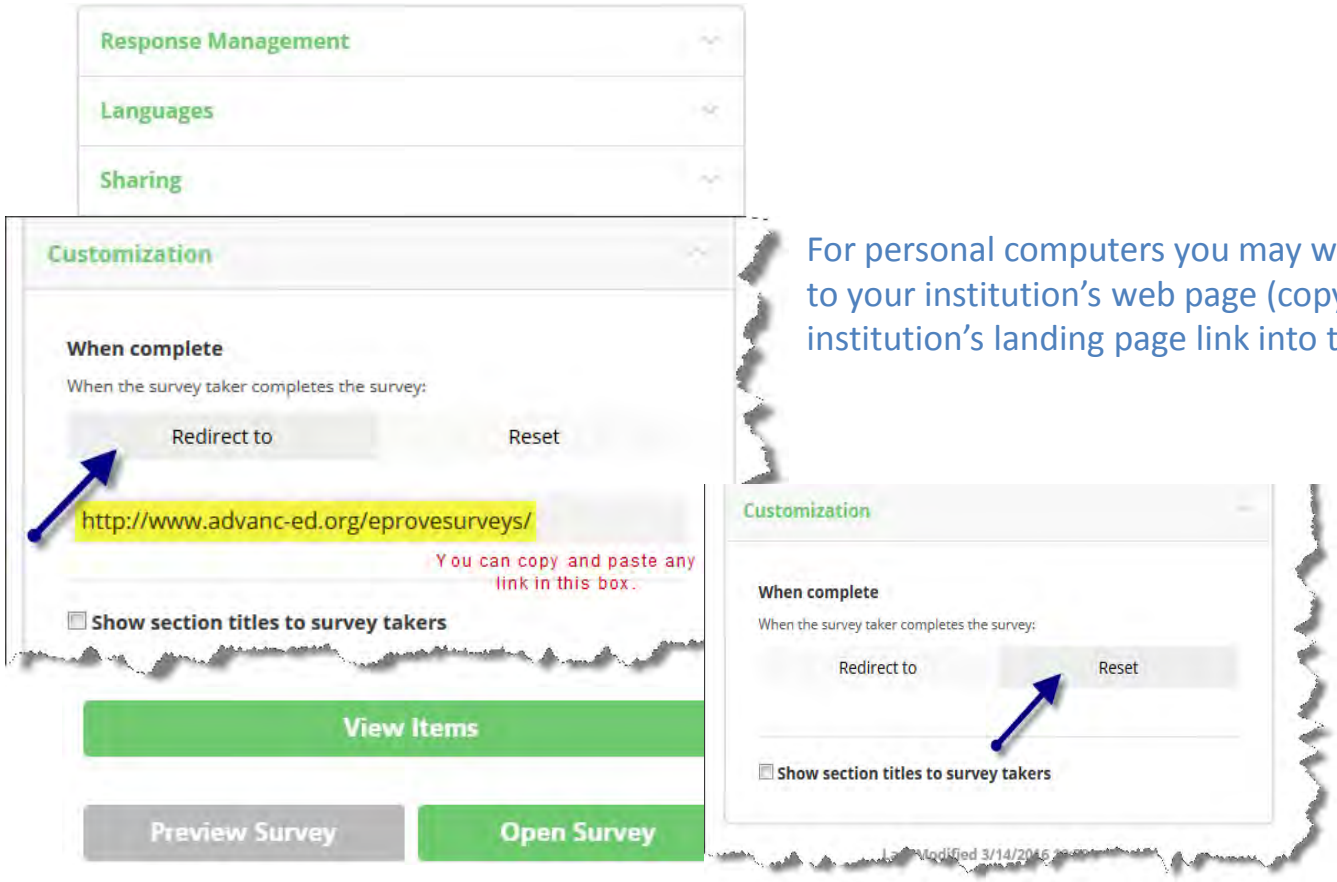
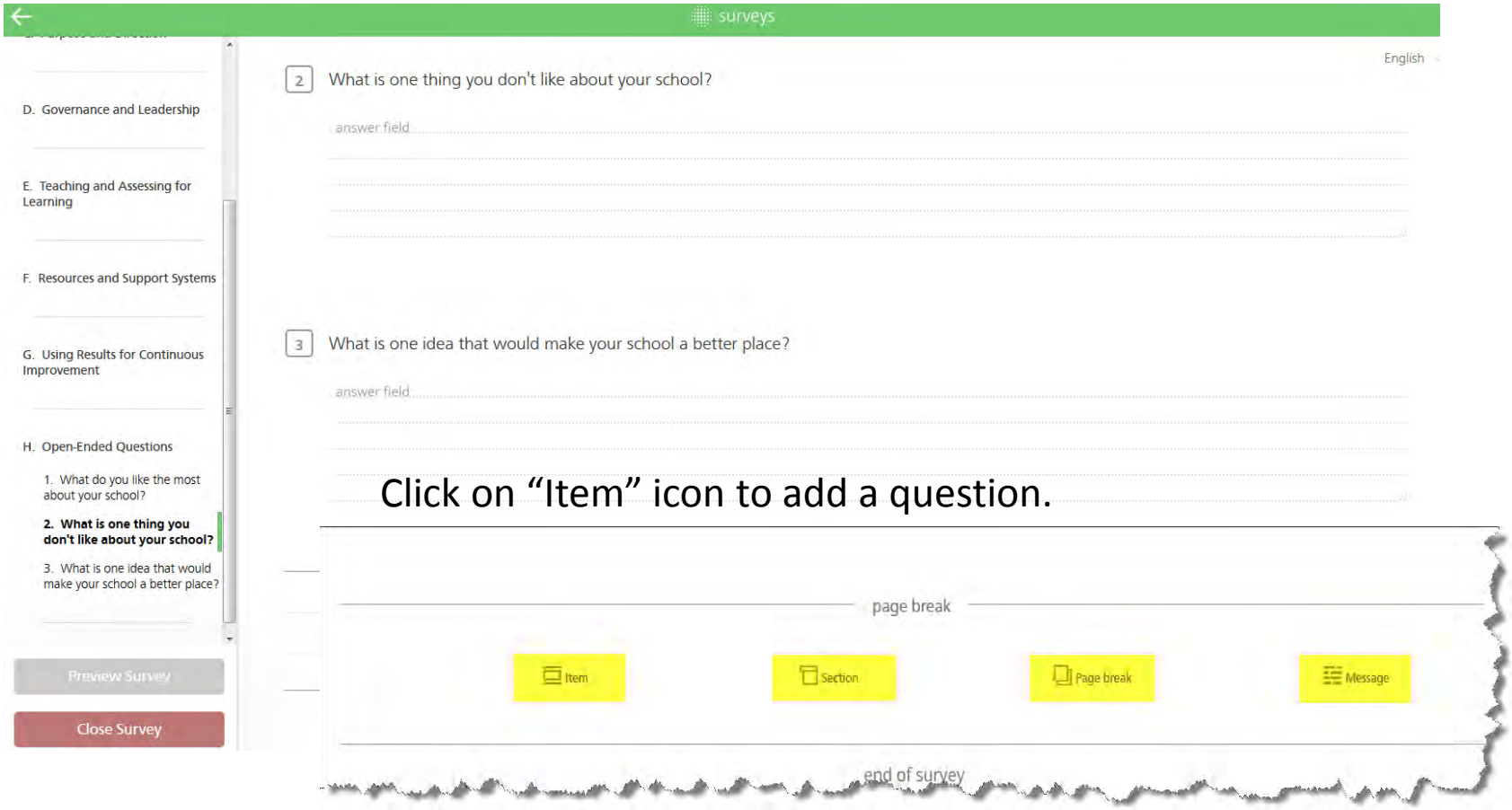
How to Customize the Administration of Surveys



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.)

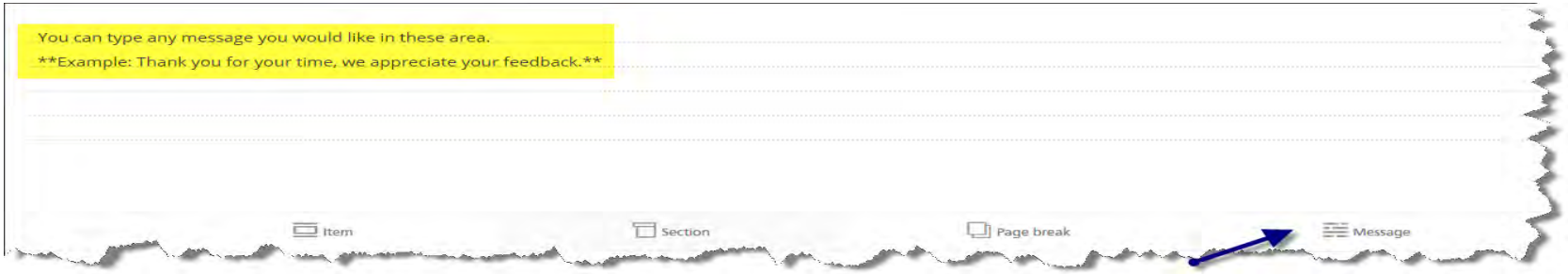
In a computer lab you may want to click on "Reset" so it automatically resets for the next person

How to Customize Certified Surveys



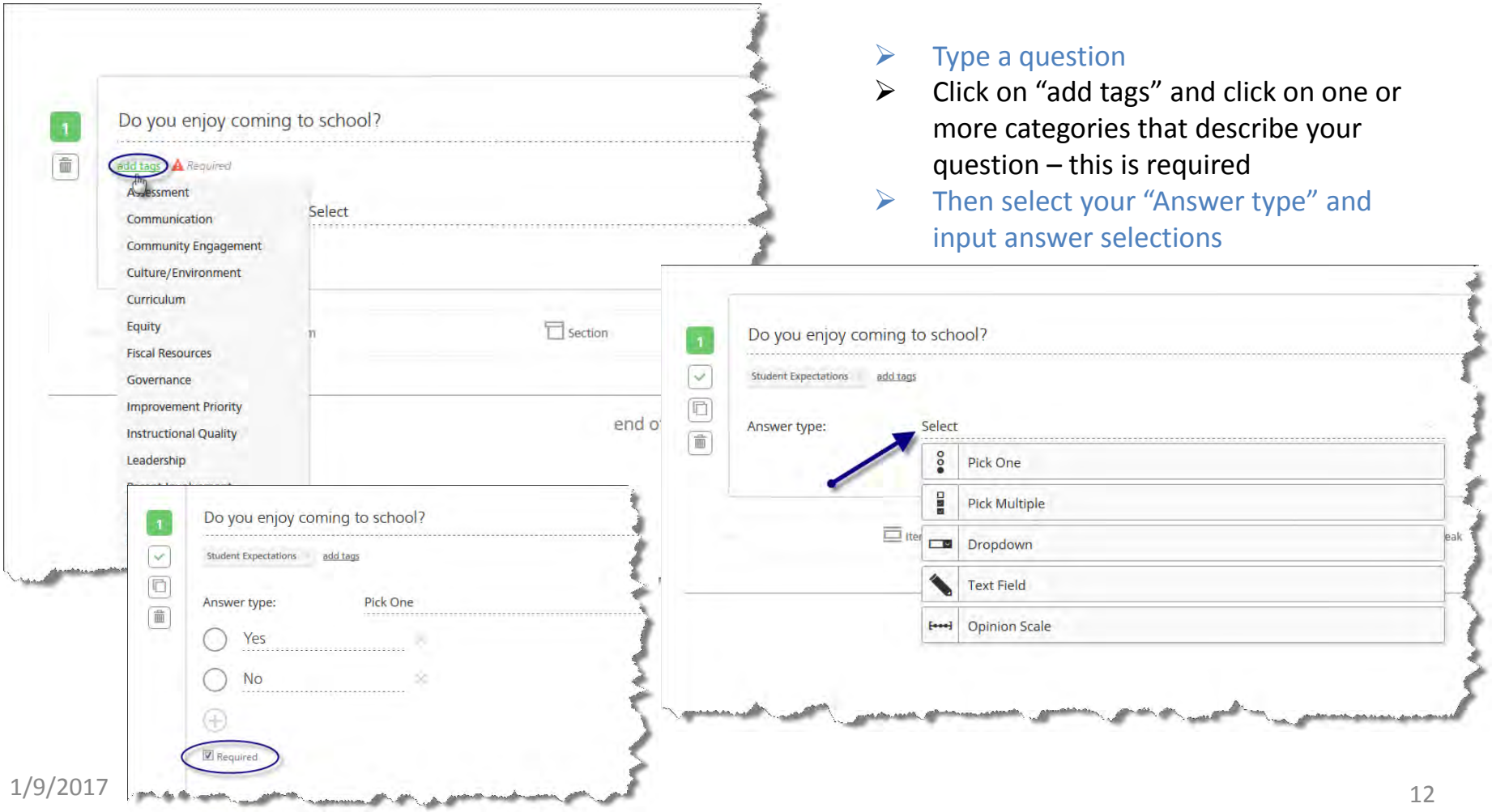
How to Customize Certified Surveys

Here is where the customization section begins:



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

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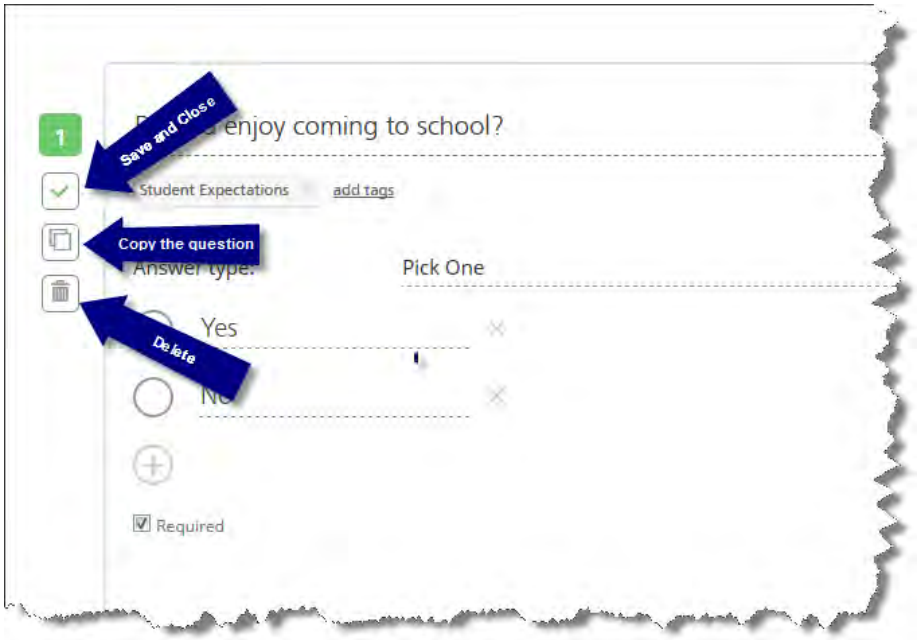
How to Customize Certified Surveys



- 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

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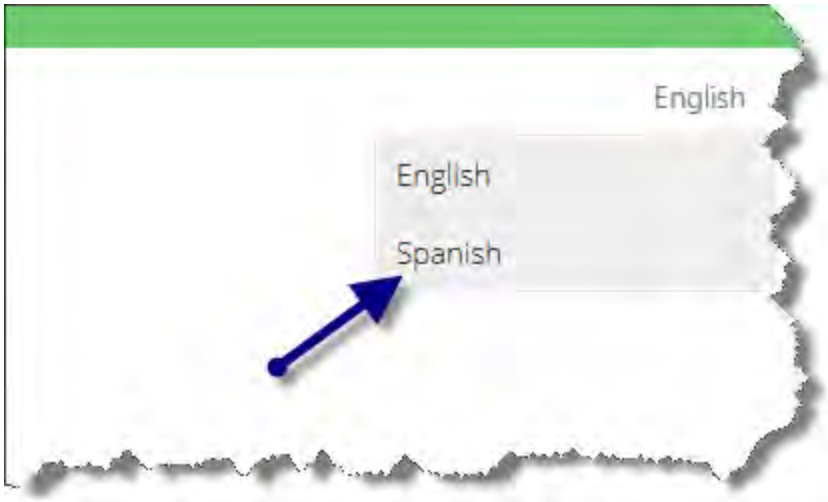
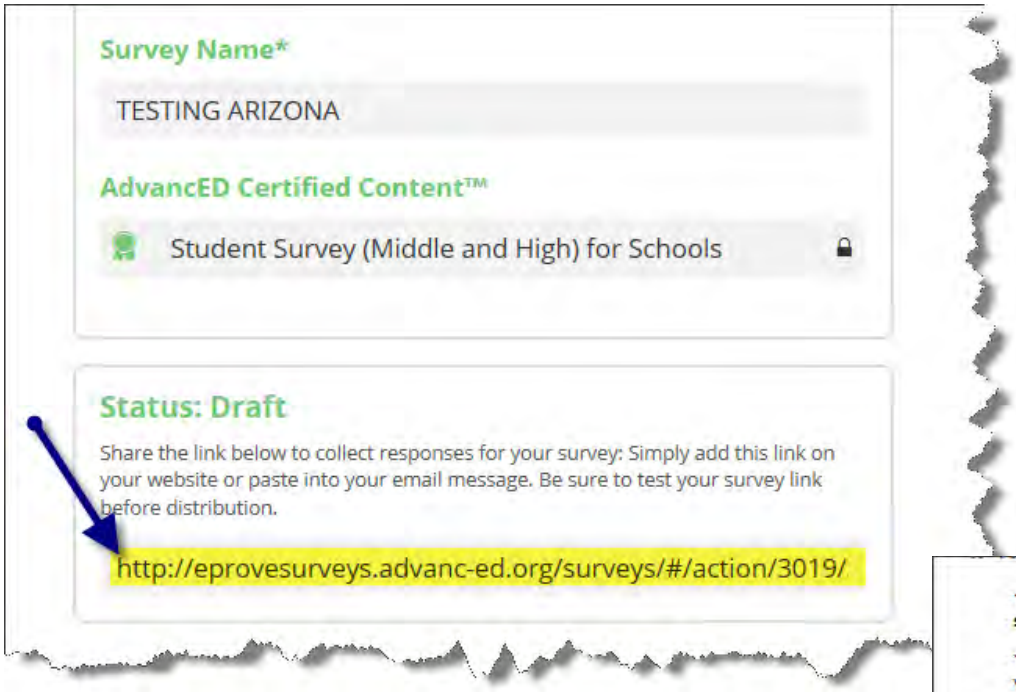
How to Customize Certified Surveys



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.)

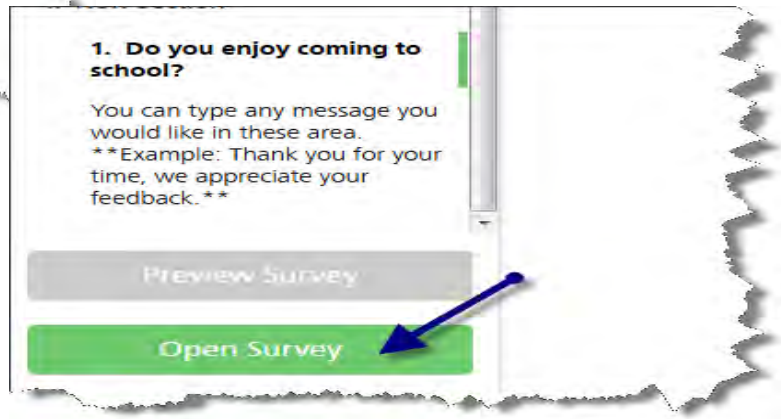
The translated customized question must ask the same question as the one presented in English.

How to Customize Certified Surveys

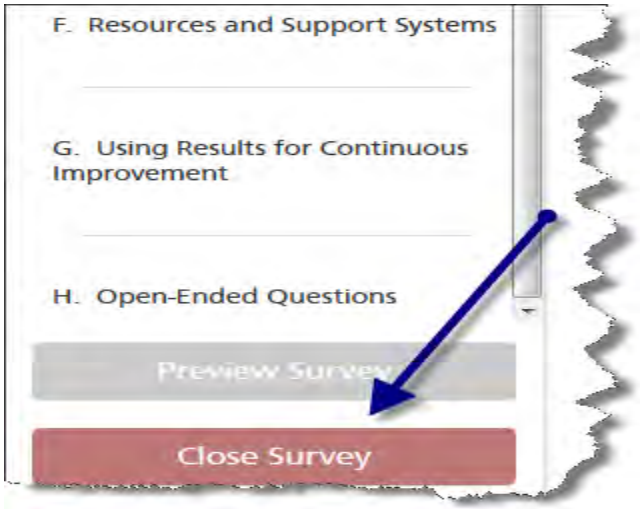


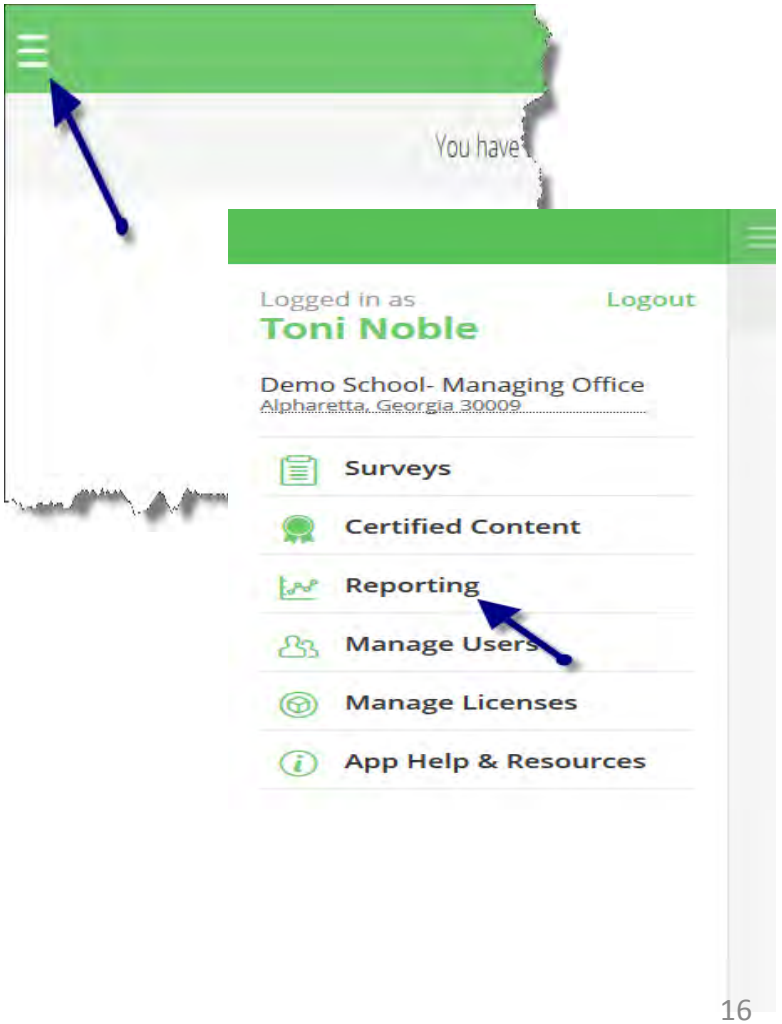
When copying the link, highlight it from left to right. Send the copied link to appropriate stakeholders (Use Google/Chrome as your browser)

Open the Survey



Creating Reports
(Once survey is closed)





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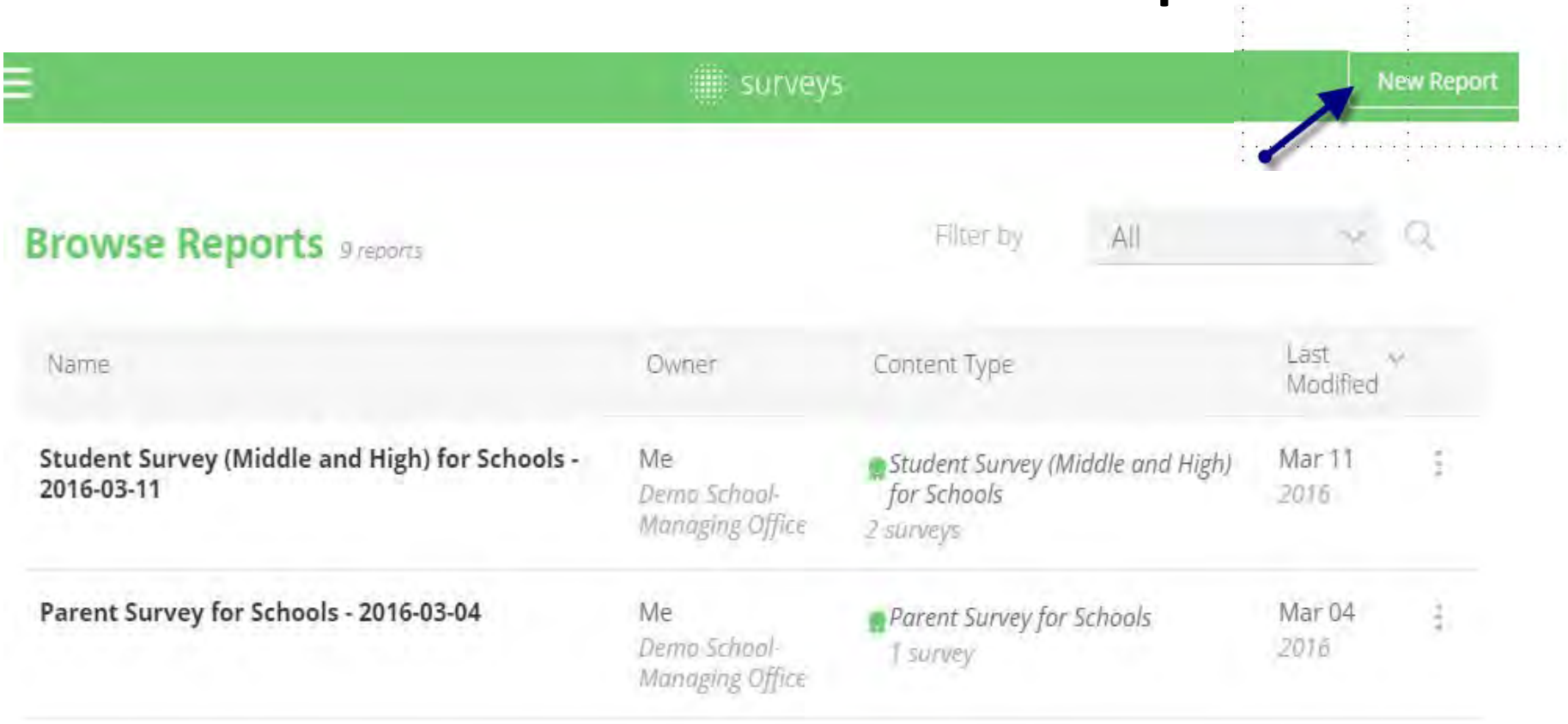
How to Create Reports



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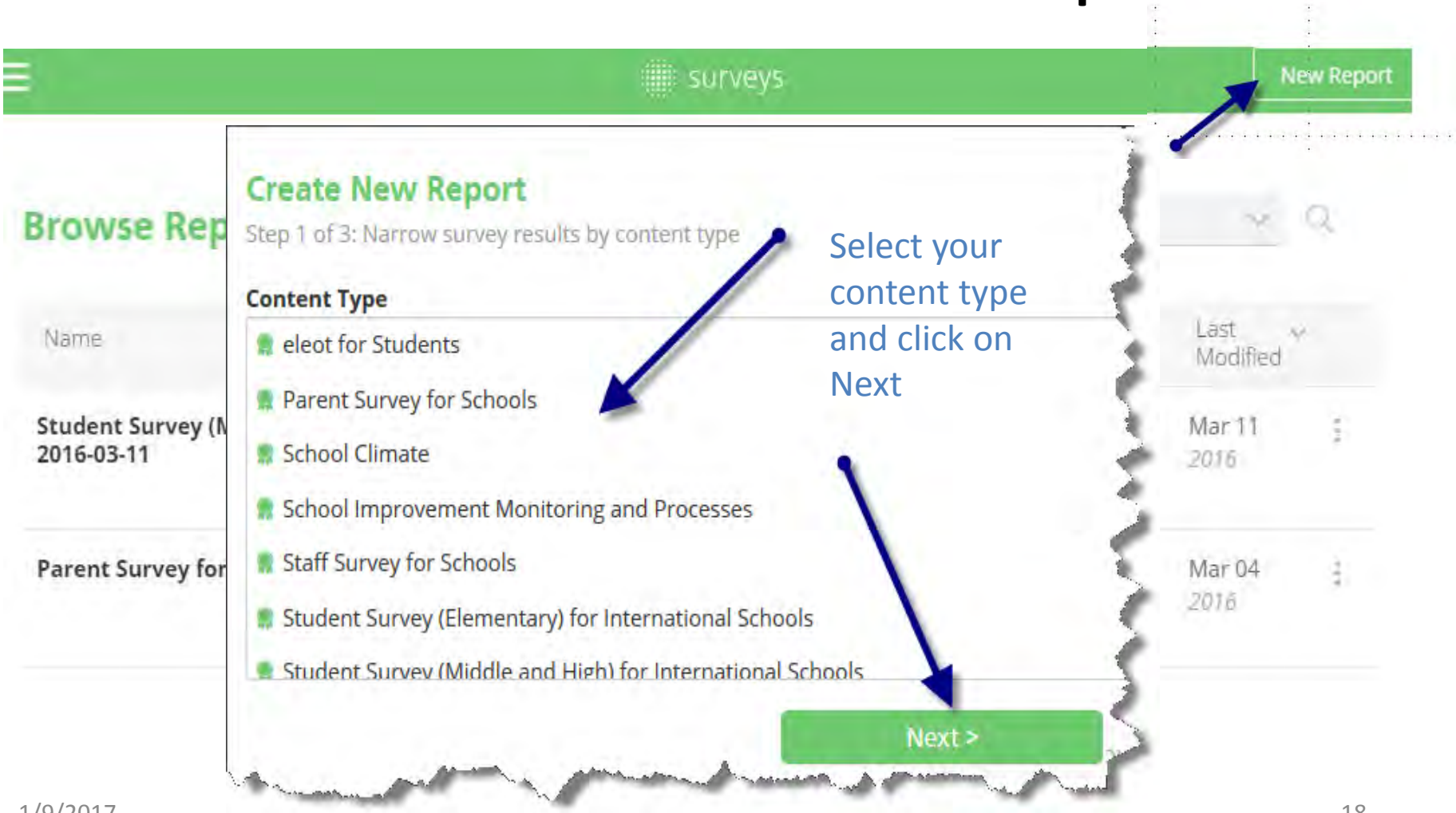
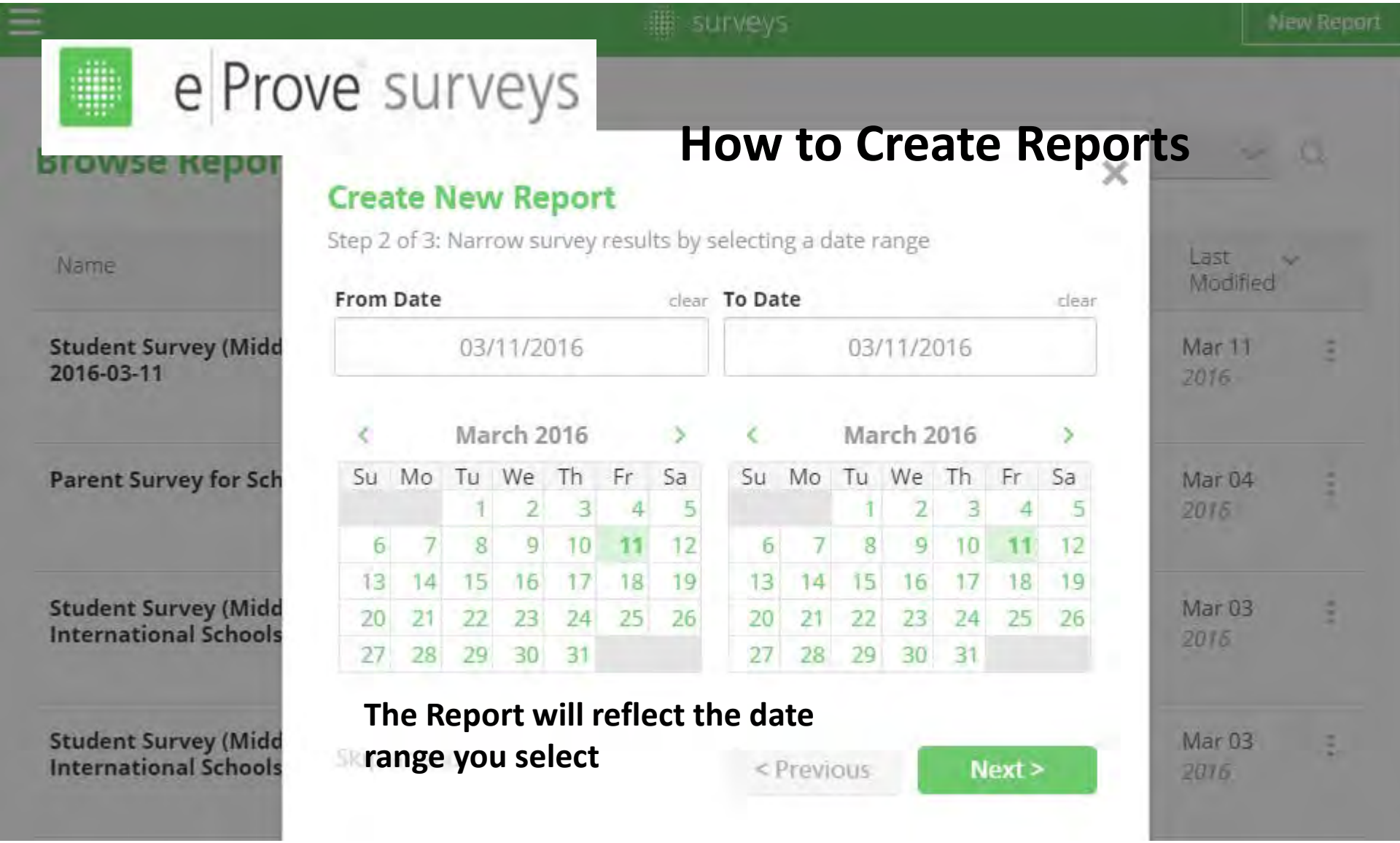
How to Create Reports



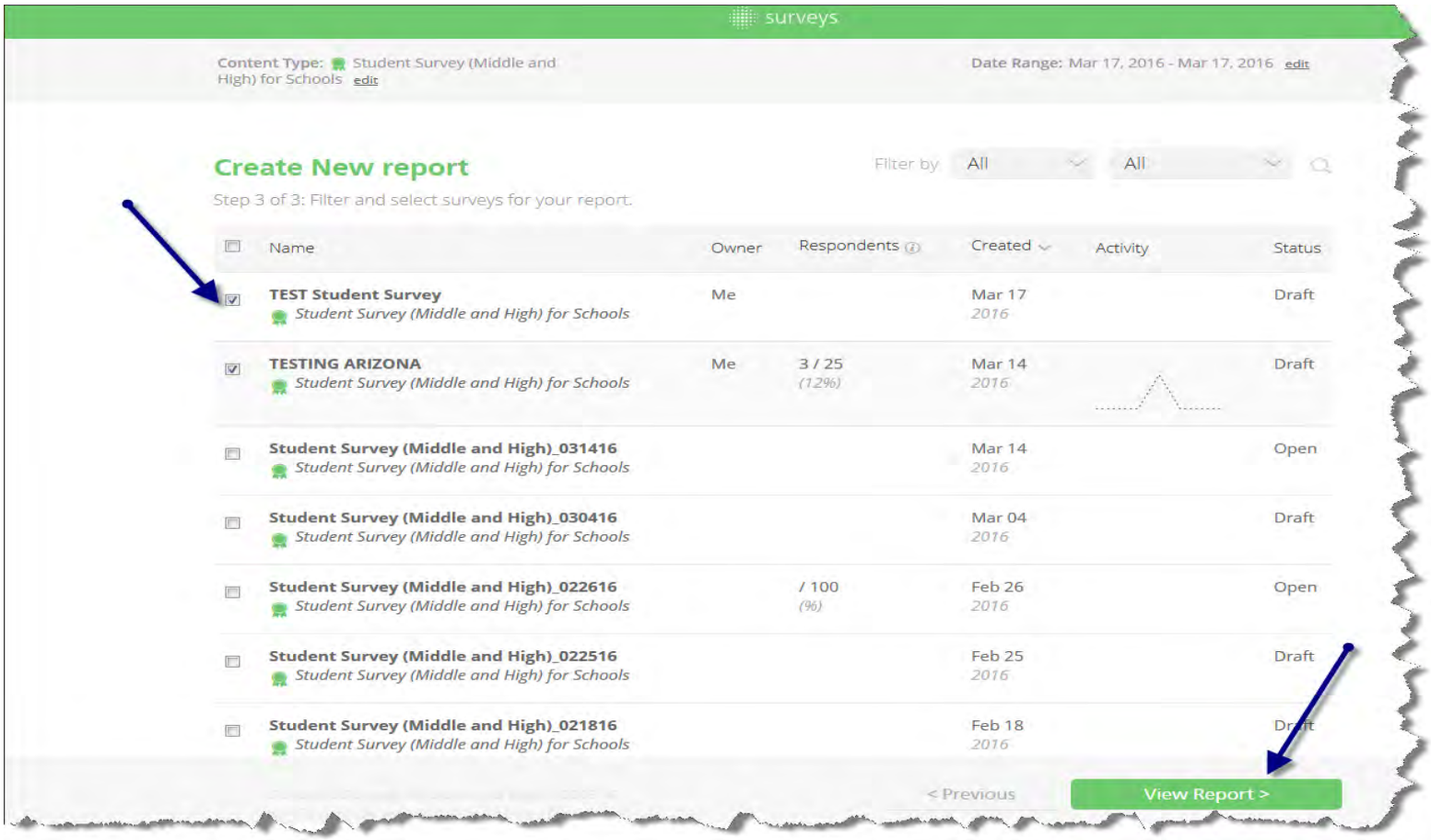
How to Create Reports



The Report will reflect the date range you select

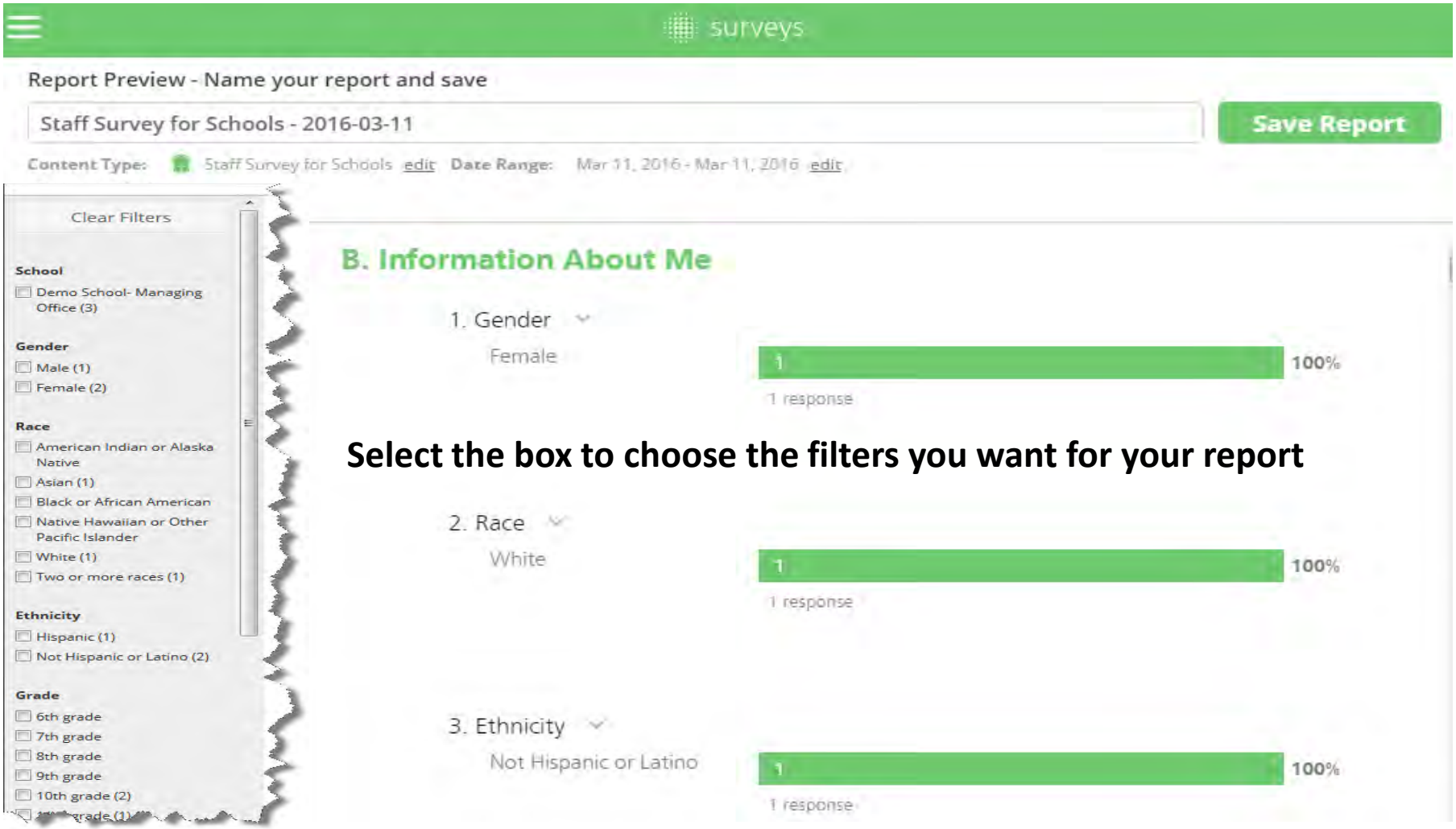
How to Create Reports

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

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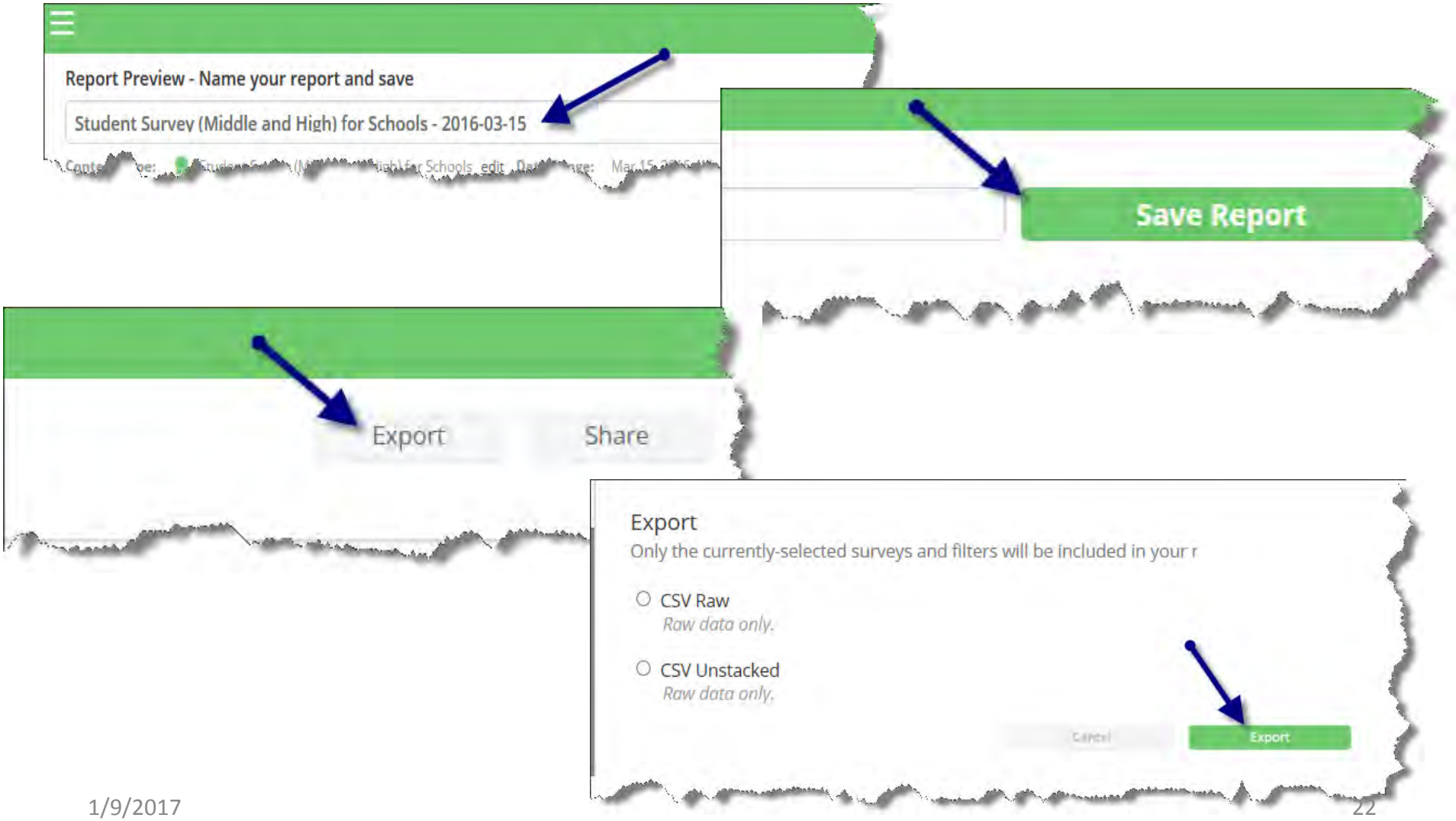
How to Create Reports



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