



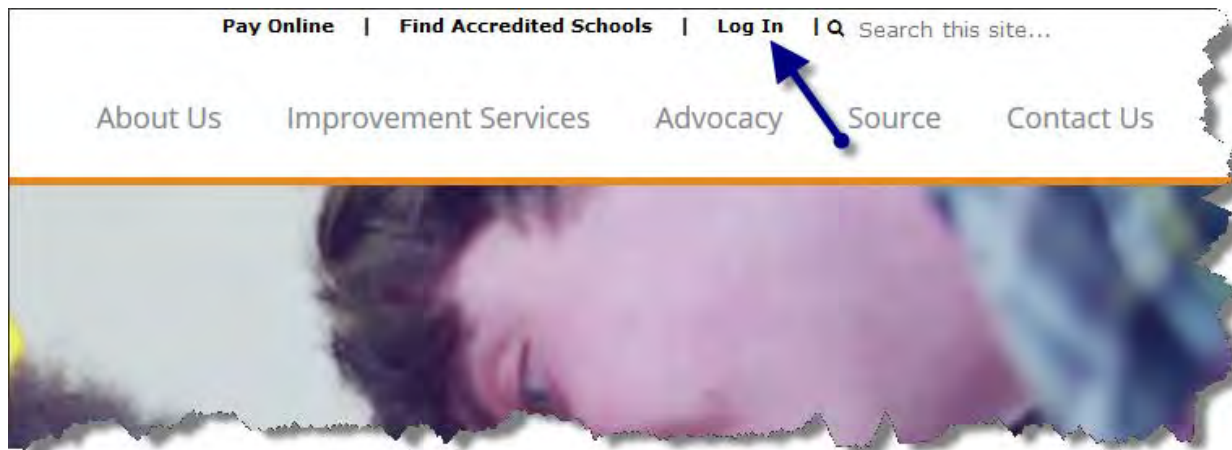
eProve Surveys 102

Customizing Surveys, Creating
Reports and More Information

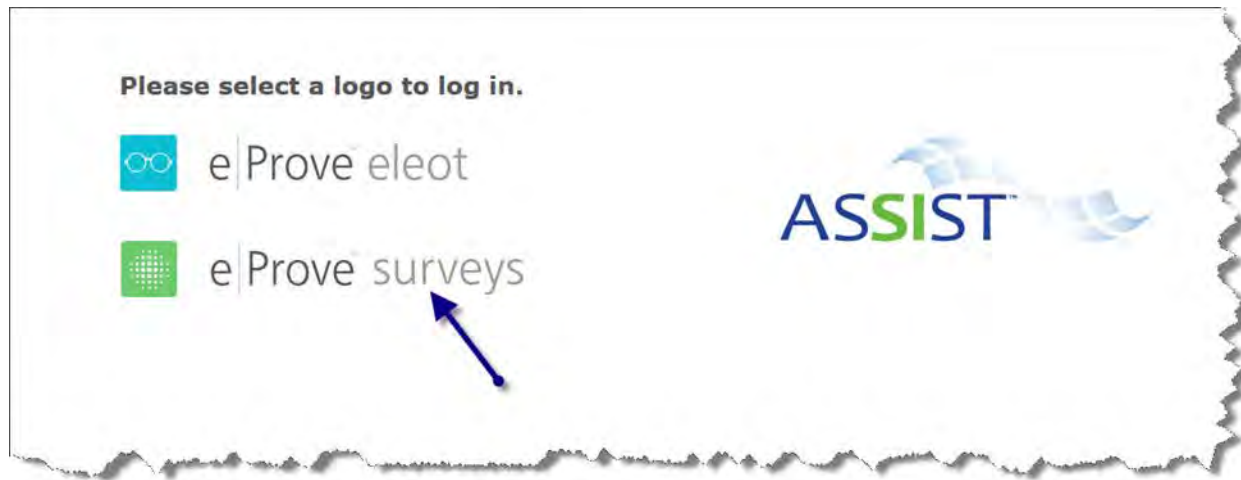


e|Prove surveys

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


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

Login


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



Email Address

Request Password

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





eProve surveys

Select Institution

Which institution would
you like to view?

Search by school, district, or ESA



Which institution would
you like to view?

Demo School- Managing Office

Demo School- Managing Office

Alpharetta, Georgia 30009



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

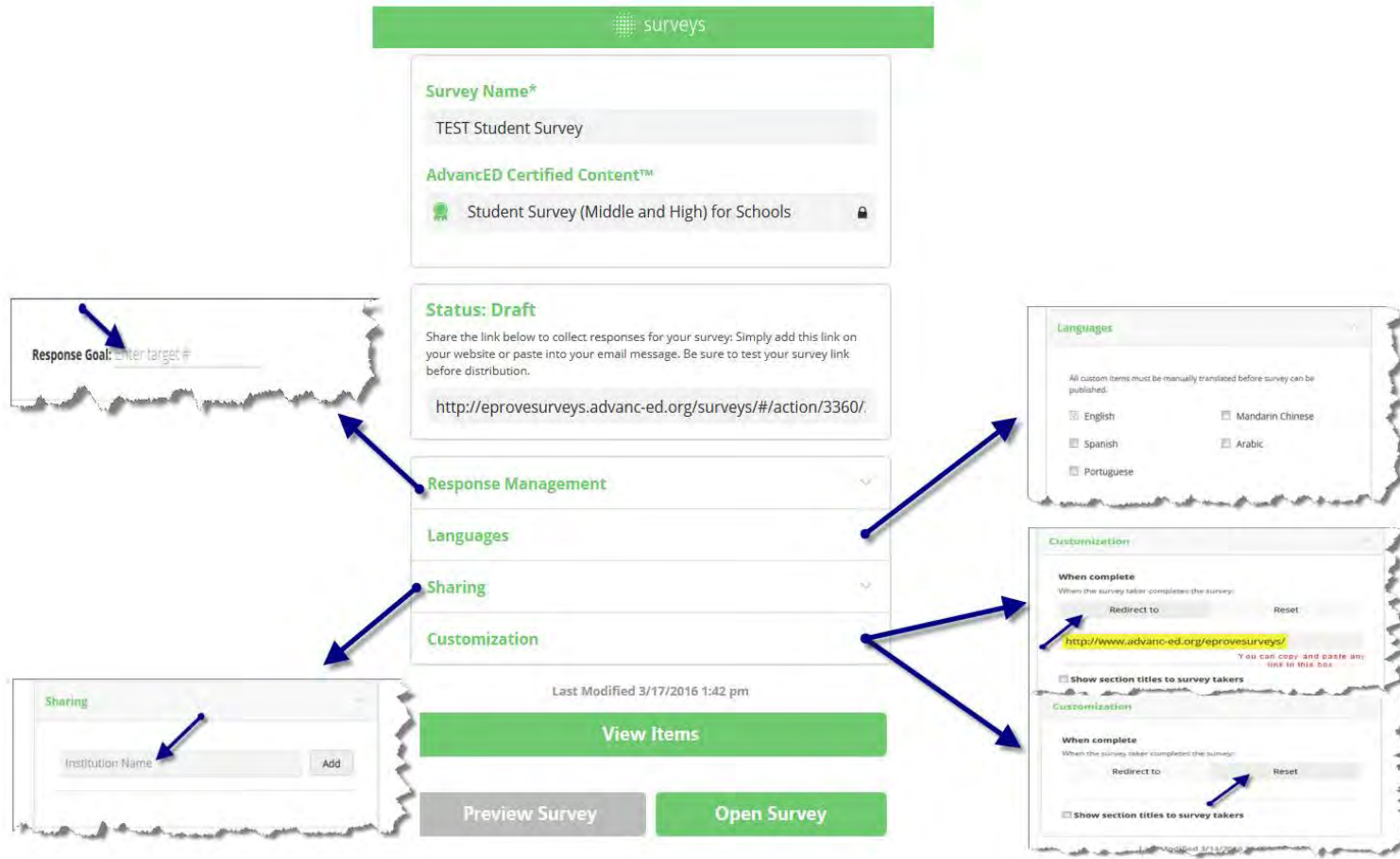
If you are a district, you will have the choice of going to the district page or to any of the school pages.



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

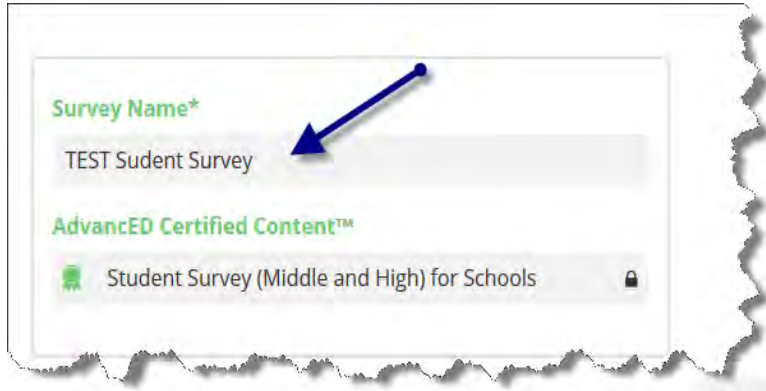


The screenshot shows the eProve surveys interface with several callouts highlighting customization options:

- Response Goal:** A callout points to the "Enter target #" field in the "Response Goal" section.
- Status: Draft:** A callout points to the "Status: Draft" section, which includes a link to share the survey: <http://eprovesurveys.advanc-ed.org/surveys/##/action/3360/>.
- Response Management:** A callout points to the "Response Management" section.
- Languages:** A callout points to the "Languages" section, which lists available languages: English, Spanish, Portuguese, Mandarin Chinese, and Arabic.
- Sharing:** A callout points to the "Sharing" section, which includes a field for "Institution Name" and an "Add" button.
- Customization:** A callout points to the "Customization" section, which includes a "When complete" section with a "Redirect to" field (containing <http://www.advanc-ed.org/eprovesurveys/>) and a "Reset" button.

At the bottom of the interface, there are buttons for "View Items", "Preview Survey", and "Open Survey".

How to Customize Certified Surveys



Survey Name*

TEST Sudent Survey

AdvancED Certified Content™

Student Survey (Middle and High) for Schools



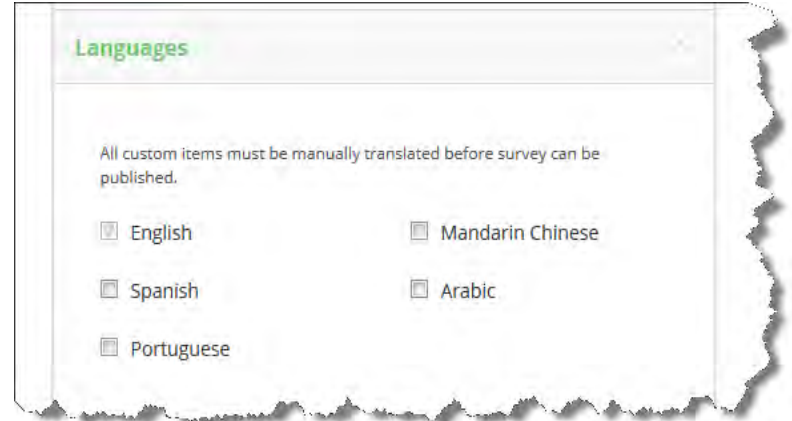
Response Goal: Enter target #



Sharing

Institution Name

Add



Languages

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

☐ English ☐ Mandarin Chinese

☐ Spanish ☐ Arabic

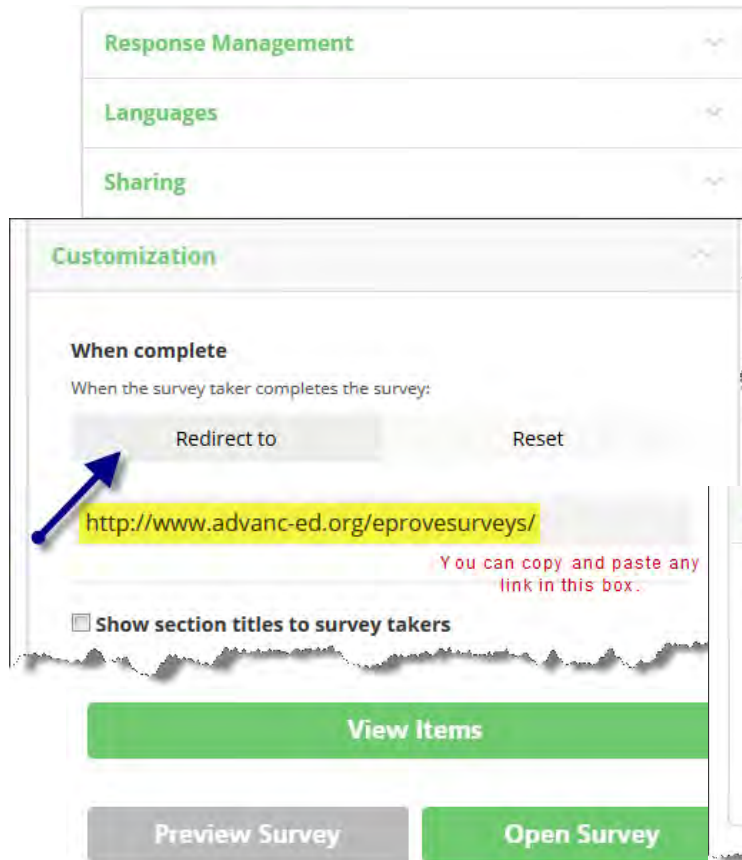
☐ Portuguese

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



Response Management

Languages

Sharing

Customization

When complete
When the survey taker completes the survey:

Redirect to Reset

<http://www.advanc-ed.org/e provesurveys/>

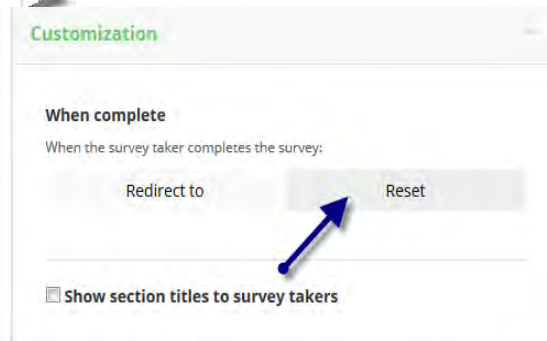
You can copy and paste any link in this box.

☐ Show section titles to survey takers

View Items

Preview Survey **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.)



Customization

When complete
When the survey taker completes the survey:

Redirect to Reset

☐ Show section titles to survey takers

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 displays the eProve surveys editor interface. On the left is a sidebar with a list of survey sections: 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 section H, three questions are listed, with the second question, "What is one thing you don't like about your school?", highlighted. The main area shows the content of this selected question, including a question number, the text, and a multi-line answer field. Below this, the third question is visible. At the bottom of the main area, a toolbar contains four yellow icons: "Item", "Section", "Page break", and "Message". The text "Click on 'Item' icon to add a question." is overlaid on the screen, pointing to the "Item" icon. Other interface elements include a green top bar with a back arrow and the "surveys" logo, a language dropdown set to "English", and buttons for "Preview Survey" and "Close Survey" in the sidebar.

← surveys English

D. Governance and Leadership

E. Teaching and Assessing for Learning

F. Resources and Support Systems

G. Using Results for Continuous Improvement

H. Open-Ended Questions

1. What do you like the most about your school?

2. What is one thing you don't like about your school?

3. What is one idea that would make your school a better place?

Preview Survey

Close Survey

2 What is one thing you don't like about your school?

answer field

3 What is one idea that would make your school a better place?

answer field

Click on "Item" icon to add a question.

page break

Item Section Page break Message

end of survey

Here is where the customization section begins:

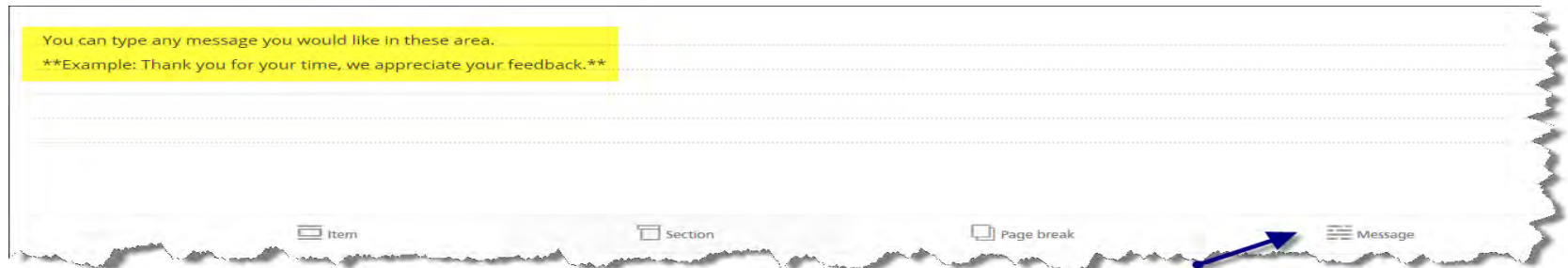


New Section

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

Item Section

A blue arrow points to the 'Section' button in the bottom toolbar.



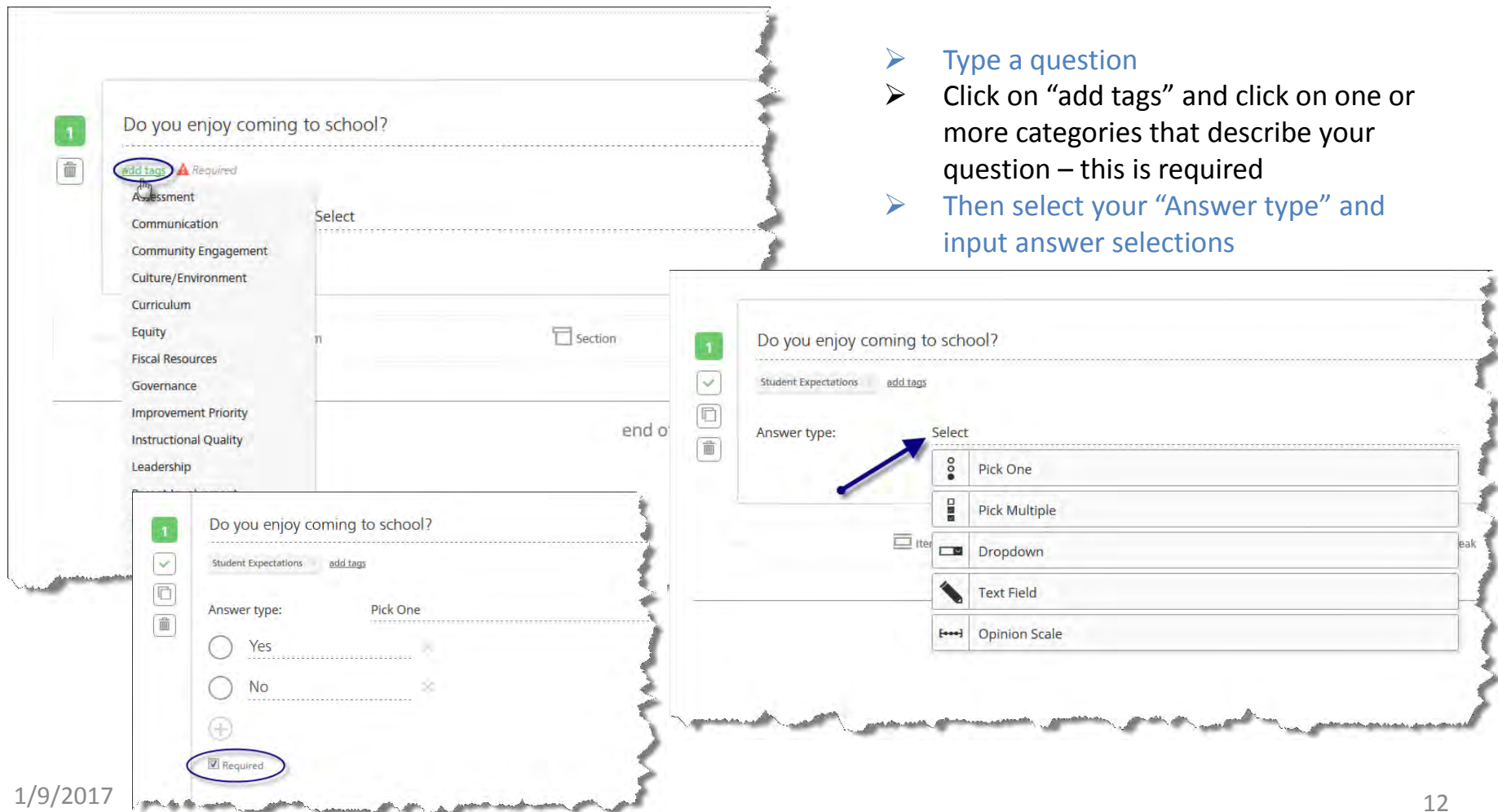
You can type any message you would like in these area.
Example: Thank you for your time, we appreciate your feedback.

Item Section Page break Message

A blue arrow points to the 'Message' button in the bottom toolbar.

How to Customize Certified Surveys

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



The image displays two screenshots of the e|Prove surveys interface, illustrating the process of customizing a survey question.

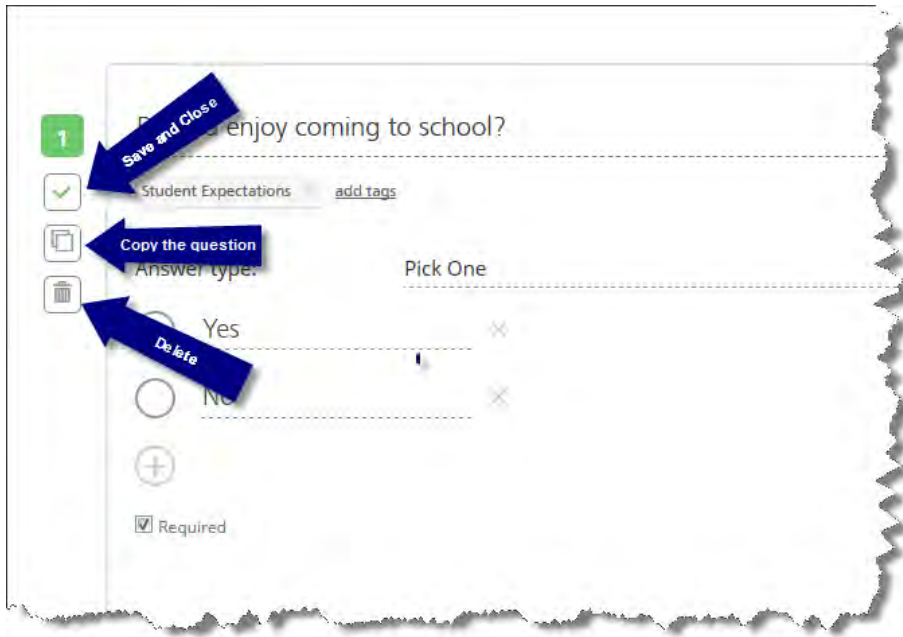
Left Screenshot: Shows a survey question, "Do you enjoy coming to school?", with a green status icon and a trash icon. The "add tags" button is circled in green. A dropdown menu is open, listing various categories: Assessment, Communication, Community Engagement, Culture/Environment, Curriculum, Equity, Fiscal Resources, Governance, Improvement Priority, Instructional Quality, and Leadership. The "add tags" button is also circled in green.

Right Screenshot: Shows the same survey question, "Do you enjoy coming to school?", with a green status icon and a trash icon. The "add tags" button is circled in green. The "Answer type" dropdown is open, showing options: Pick One, Pick Multiple, Dropdown, Text Field, and Opinion Scale. A blue arrow points to the "Pick One" option.

Bottom Left Screenshot: Shows the "Answer type" dropdown menu with "Pick One" selected. The "Required" checkbox is checked and circled in blue.

- 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

How to Customize Certified Surveys



1 Do you enjoy coming to school?

Student Expectations [add tags](#)

Answer type: Pick One

☐ Yes

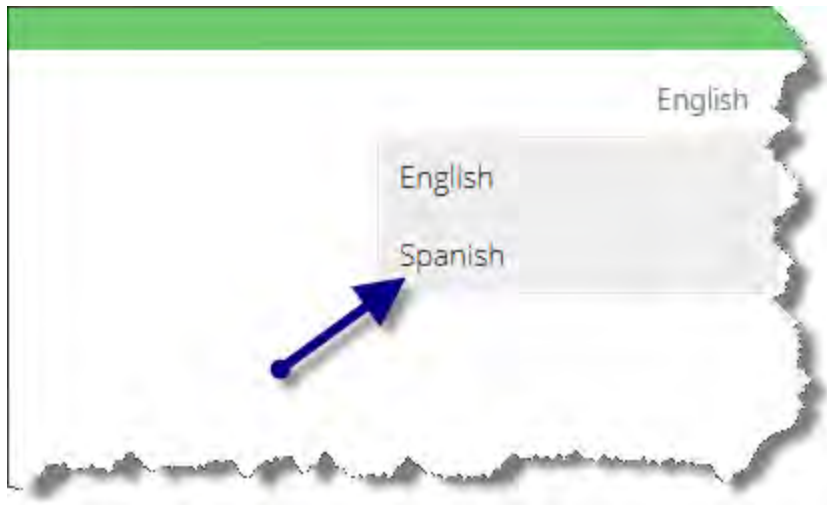
☐ No

☒ Required

- 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

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

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/>

1. Do you enjoy coming to school?

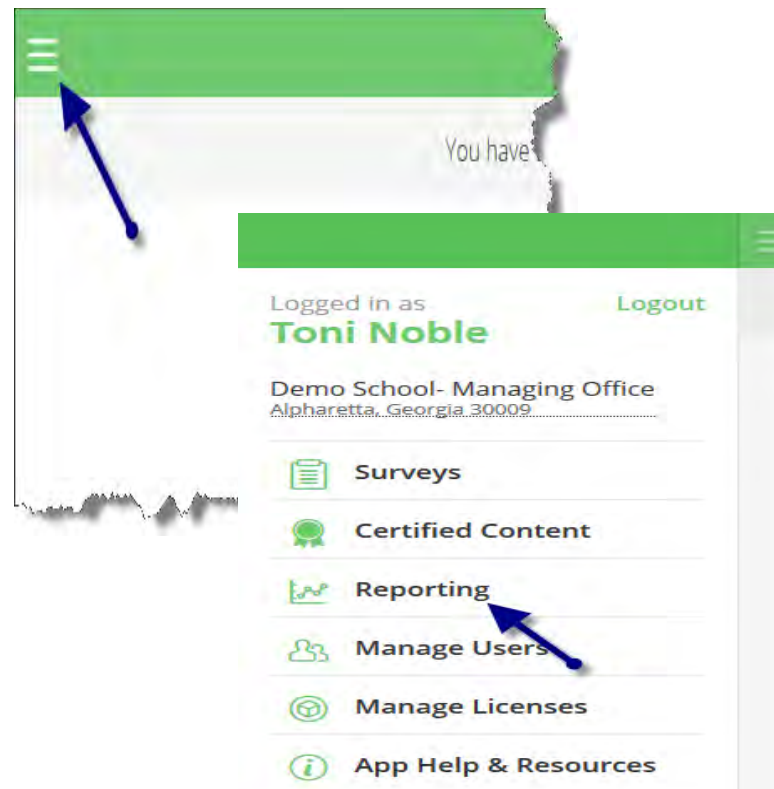
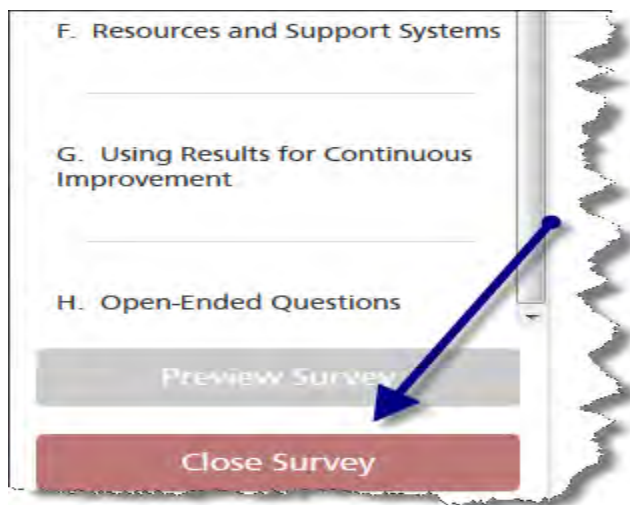
You can type any message you would like in these area.

****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	
Student Survey (Middle and High) for Schools - 2016-03-11	Me <i>Demo School- Managing Office</i>	 <i>Student Survey (Middle and High) for Schools</i> 2 surveys	Mar 11 2016	
Parent Survey for Schools - 2016-03-04	Me <i>Demo School- Managing Office</i>	 <i>Parent Survey for Schools</i> 1 survey	Mar 04 2016	



How to Create Reports

The screenshot shows the 'Create New Report' interface. At the top, a green navigation bar contains a menu icon, the 'surveys' logo, and a 'New Report' button. Below the navigation bar, the main content area is titled 'Create New Report' and 'Step 1 of 3: Narrow survey results by content type'. On the left, a 'Browse Reports' sidebar lists various surveys. The main area features a 'Content Type' section with a list of survey options, each preceded by a green person icon. A blue arrow points from the 'Next >' button at the bottom right to the 'New Report' button in the navigation bar. Another blue arrow points from the text 'Select your content type and click on Next' to the 'Next >' button. A third blue arrow points from the text 'Select your content type and click on Next' to the 'Parent Survey for Schools' option in the 'Content Type' list.

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

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 (M
2016-03-11

Parent Survey for

Last Modified

Mar 11
2016

Mar 04
2016

Select your content type and click on Next



e|Prove surveys

How to Create Reports

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

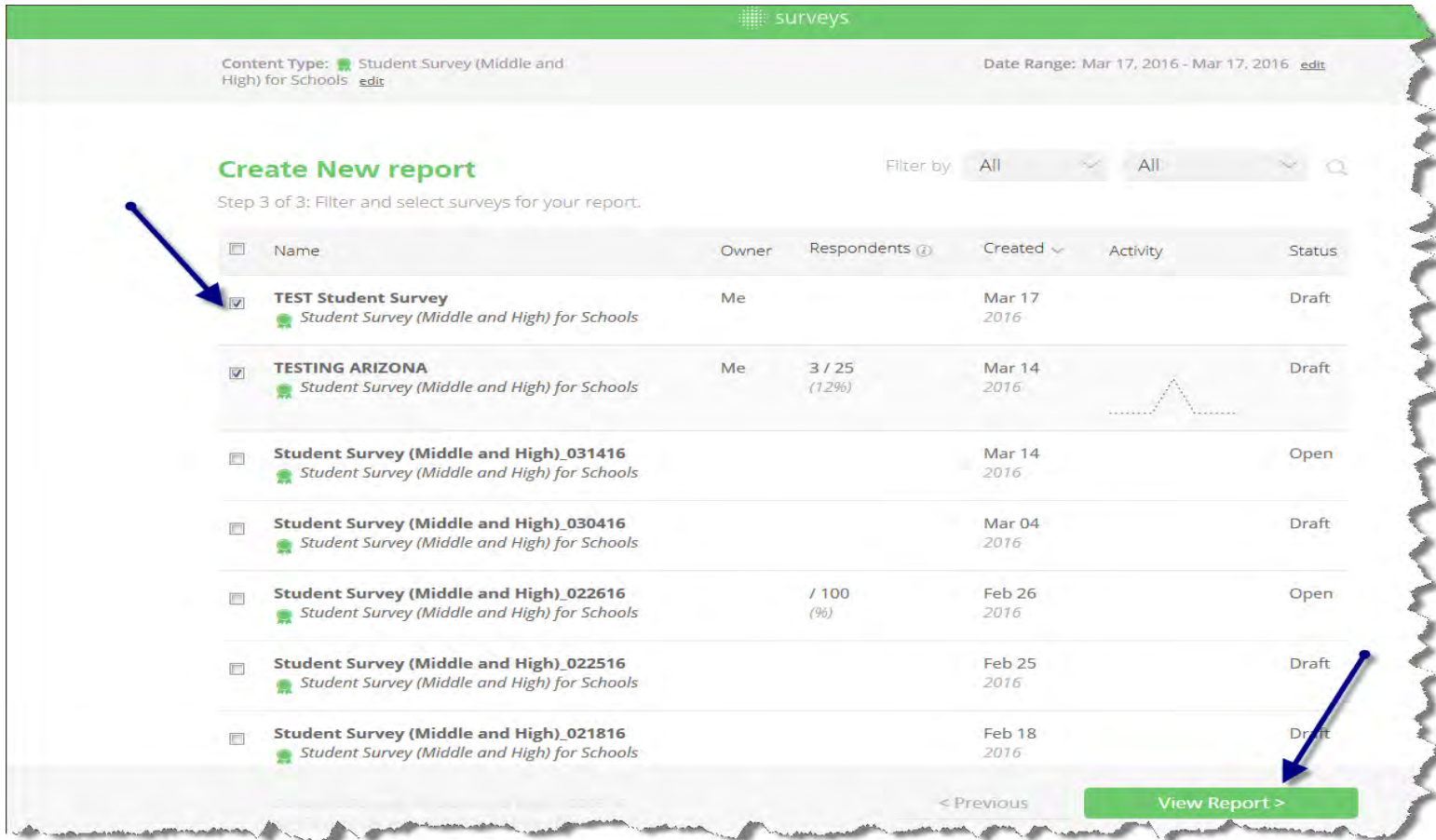
range you select


< Previous




Next >

How to Create Reports











Select the surveys for your report



Content Type:  Student Survey (Middle and High) for Schools [edit](#) Date Range: Mar 17, 2016 - Mar 17, 2016 [edit](#)

Create New report Filter by: All  All  

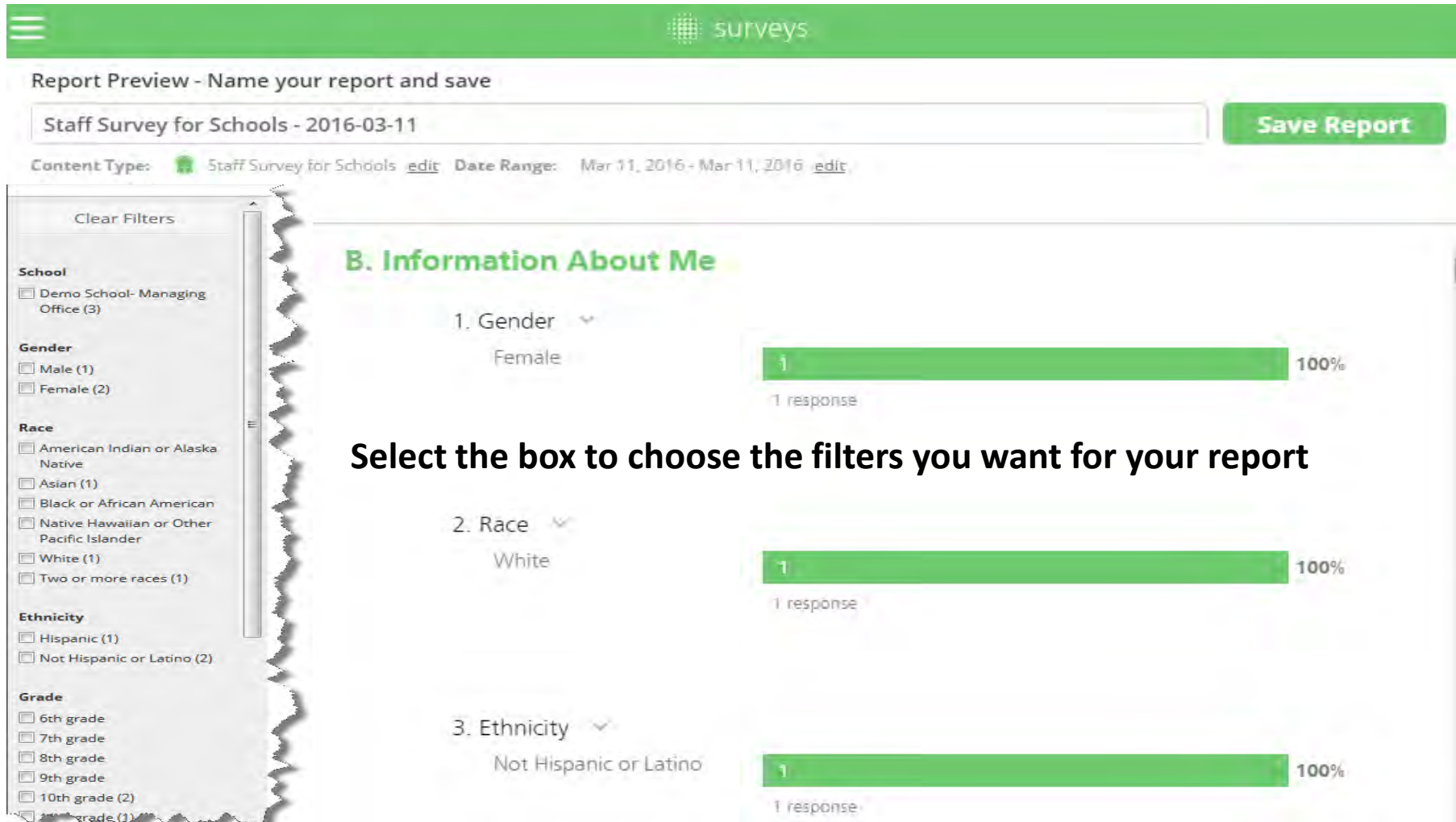
Step 3 of 3: Filter and select surveys for your report.

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

< Previous [View Report >](#)

Click on the green “View Report” button

How to Create Reports





How to Create Reports

The collage illustrates the process of creating a report in the e|Prove surveys system. It consists of four overlapping screenshots with blue arrows indicating the sequence of steps:

- Top Screenshot:** Shows the 'Report Preview - Name your report and save' section. A blue arrow points to the text input field containing 'Student Survey (Middle and High) for Schools - 2016-03-15'.
- Second Screenshot:** Shows the 'Save Report' button. A blue arrow points to this button.
- Third Screenshot:** Shows the 'Export' and 'Share' buttons. A blue arrow points to the 'Export' button.
- Bottom Screenshot:** Shows the 'Export' dialog box. It contains the text 'Export' and 'Only the currently-selected surveys and filters will be included in your r'. There are two radio button options: 'CSV Raw' (with the subtext 'Raw data only.') and 'CSV Unstacked' (with the subtext 'Raw data only.'). A blue arrow points to the 'Export' button at the bottom right of the dialog.

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