

Monitoring a survey within Cognia Surveys

This document will provide a step by step process to monitor a survey. The purpose and value of surveys is to gain an understanding of what key stakeholders believe about the quality and experience of schooling. Monitoring surveys provides users a real time view of stakeholder responses and allows enriched conversations about data collected through the process.

Getting started

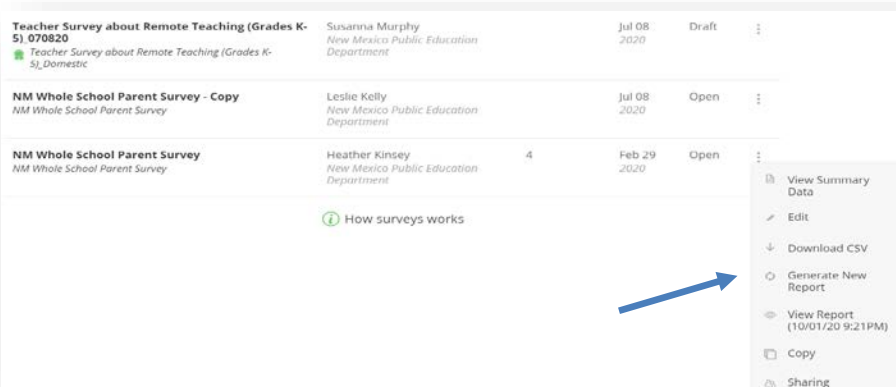
1. Log in through myJourney.
2. Enter your email address and password. If you do not have a password, click Request Password and enter the email address associated with the Cognia account to request a password.
3. If you have access to more than one institution, type the name of the institution you want to access. Select the correct institution from the drop-down list to navigate to the dashboard for that institution. If you have access to one institution, logging in takes you directly to the dashboard.



If you have trouble please contact the Cognia Service Desk at 877-676-6722.

Monitoring a survey

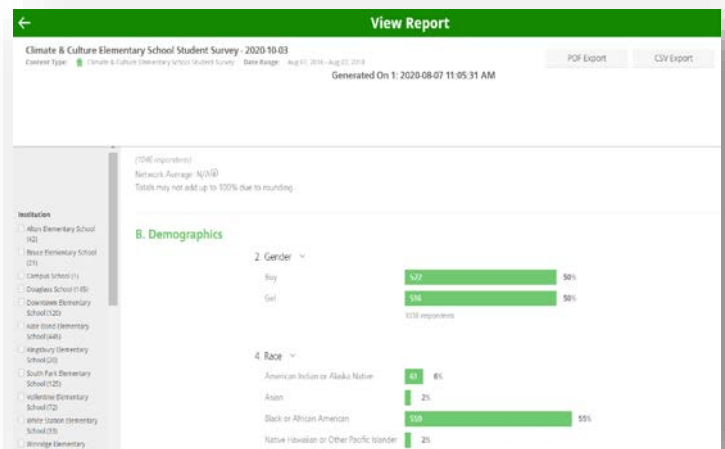
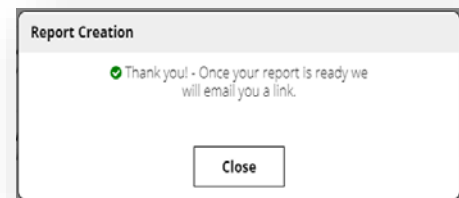
4. Choose the survey you want to monitor.
5. Click the action menu (3 vertical dots).
6. Click **View Summary Data** or **Generate New Report** from the dropdown menu for the survey you want to monitor.
7. From **View Summary Data** you can see how many people have responded to your survey in real time. The summary data will give you an overall view of survey respondents. You can also view each **Section** of the survey for a quick glance at the current results.
8. From **Generate New Report** you can generate a pdf report of current data.
9. If you generate a new report:
 - Name and date the report. This will provide an ongoing time stamp of results.
 - You will receive an email with a link to your new report. Depending on the number of responses and the amount of information on the survey, this can take several minutes to generate and email the survey report link.



Closing a survey and creating a report

Since we are sharing our survey with districts and schools, they will need to know the window of time that the survey will be open and active.

10. Promptly close the survey on the agreed date. The link to the survey becomes inactive.
 - Only the survey owner can close the survey.
11. Schools can create a single institution report for their school.
 - Choose a single survey for which you want to create a report. Click the action menu.
 - View Report (if a report has previously been created) or Generate New Report.
12. You can create a report from a survey that has been shared with the schools/institutions in your district/state/corporation. Individual schools or districts can create their own reports for their specific school(s). The parent institution can assemble the data from all the schools (or select schools) that has a shared survey.
 - To view the report, you will need to log in to Surveys again.
 - The **first** option is a quick glance at the pdf view of your summary report on screen.
 - The **second** option is to export the full report as a pdf. The pdf report outlines the survey results. Open-ended questions are not available on the pdf report.
 - The **third** option is to export the report as a csv file. This option will download all survey data to an excel spreadsheet. This option is where all open-ended questions can be viewed.
13. Your report will give you valuable data from your schools and districts.
 - The number of responses per school are identified.
 - The total number of responses and the percentages per item are identified.
 - You can save the report for future reference.



Note: Once the survey is closed to districts and schools, you are ready to report the responses. When you have the survey results, take the time to examine what they are revealing to you. What have you learned? It is important to remember that whether or not we like the results, our stakeholders' perception is our reality. Finally, how will we put the information gained through the process to the best use to inform our improvement decision.