

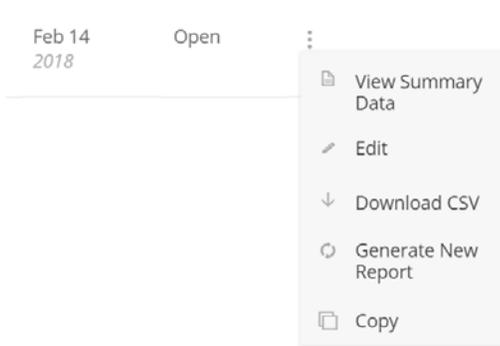
# Directions to Access All eProve School Survey Results

1. Login to AdvancED. (Remember: only the principal has an account with AdvancED.) Click on eProve Surveys and search for your school name.
2. You will see a list of surveys. Here, next to the blue arrow, you can see the number of respondents for each survey.

Name	Owner	Respondents	Created	Status
Student Survey (Middle and High)_021418 <small>Student Survey (Middle and High) for Schools</small>	Donna Boruch <small>Broward County Public Schools</small>	1	Feb 14 2018	Open
BCPS Parent Survey 2018 <small>Parent Survey for Schools</small>	Donna Boruch <small>Broward County Public Schools</small>	1	Feb 14 2018	Open
BCPS Staff Survey 2018 <small>Staff Survey for Schools</small>	Donna Boruch <small>Broward County Public Schools</small>	1	Feb 14 2018	Open

How surveys works

3. For a more complete survey report, go to the three-dot menu to the right of the status (open).

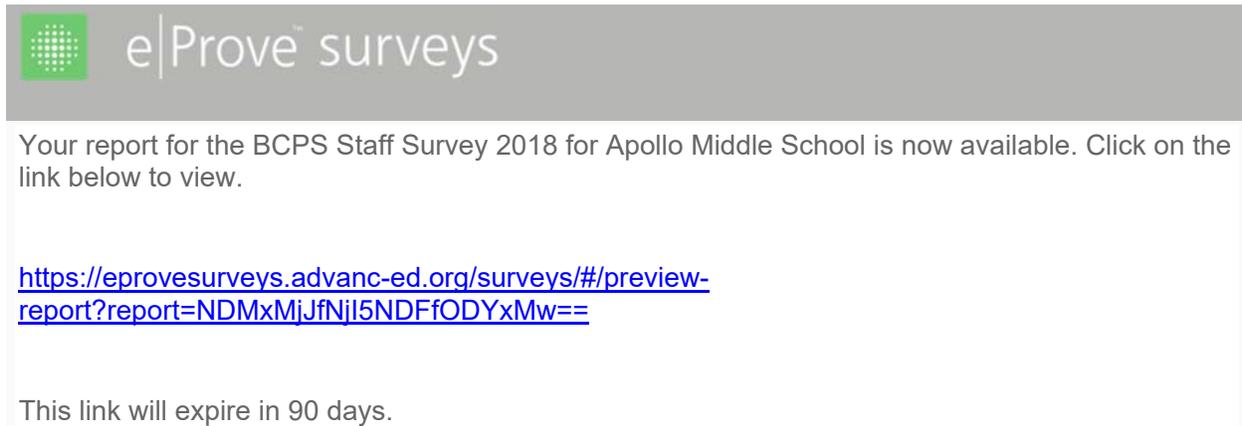


4. Click on Generate New Report and you will see a window that says report creation
5. When the report is created you will see the message below

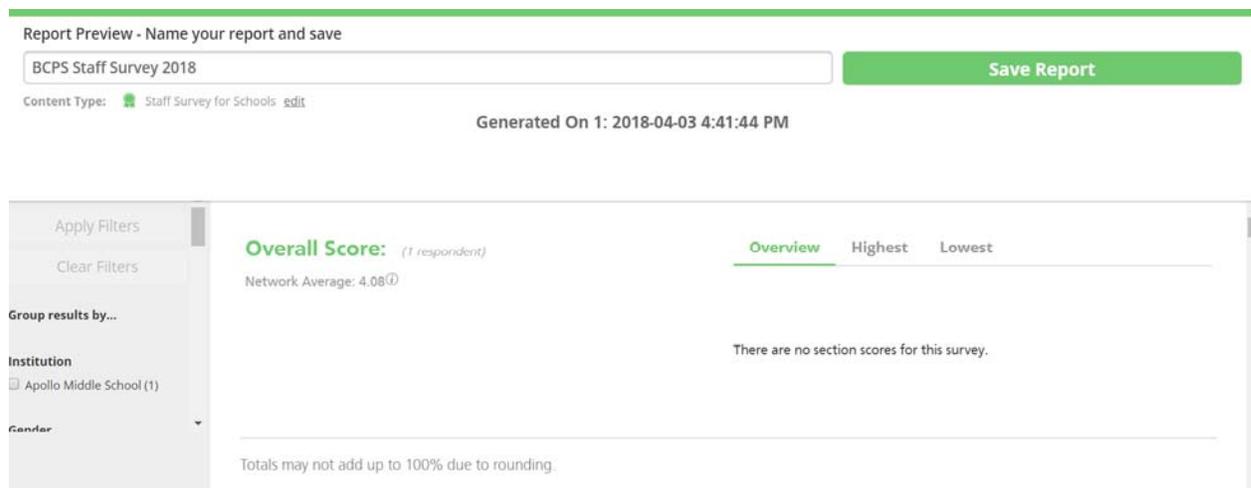


6. Close the window and you will receive an email with a link to the survey results – this can take a few minutes depending on the size of the file.

This is what the email will look like:



7. Click on the link and it will take you to the eProve survey login screen. Login again and you will see the report on the screen.



8. Edit the name of the report (if you wish) and save the report.
9. Once you save the report, you will see a screen with the ability to download the report as a pdf export.

