



NORTH DAKOTA DEPARTMENT OF
PUBLIC INSTRUCTION

To: Superintendents, Assistant Superintendents, Principals, Assistant Principals, School Counselors

From: Joe Kolosky, Director
Office of School Approval & Opportunity

Date: October 22, 2019

Re: Student Engagement Surveys Now Open

Please forward this information to all Cognia (formerly AdvancED and Measured Progress) team members, especially the personnel responsible for the Student Engagement Survey.

The Student Engagement Survey is now open until December 6, 2019.

Recent FAQs:

Q: I see my name as an Administrator in the eProve site, but I can't download rosters. How do we fix this?

A: If another staff member is an Administrator, they can give you PII access, and vice versa. Personally Identifiable Information (PII) access allows you to download rosters. You cannot give yourself PII access, but any other member on your Cognia team can.

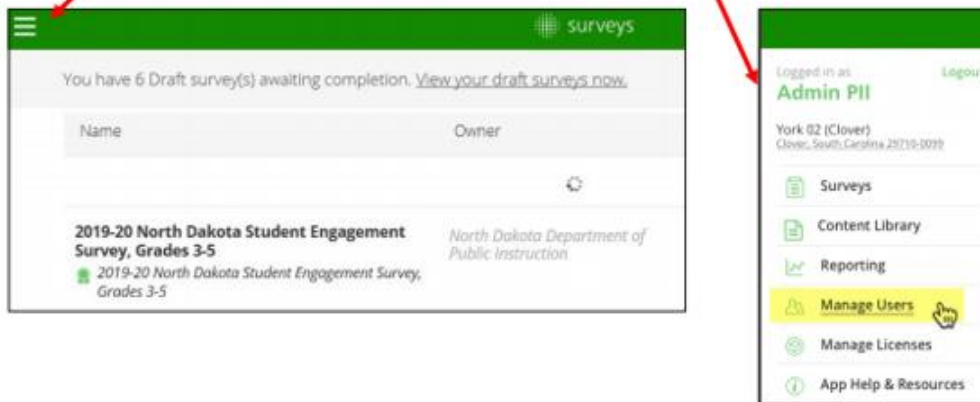
Remember, if you are an Administrator and do not have PII access, you can still give others PII access and vice versa.

Learn how to manage users here:

Managing eProve Users and Permissions

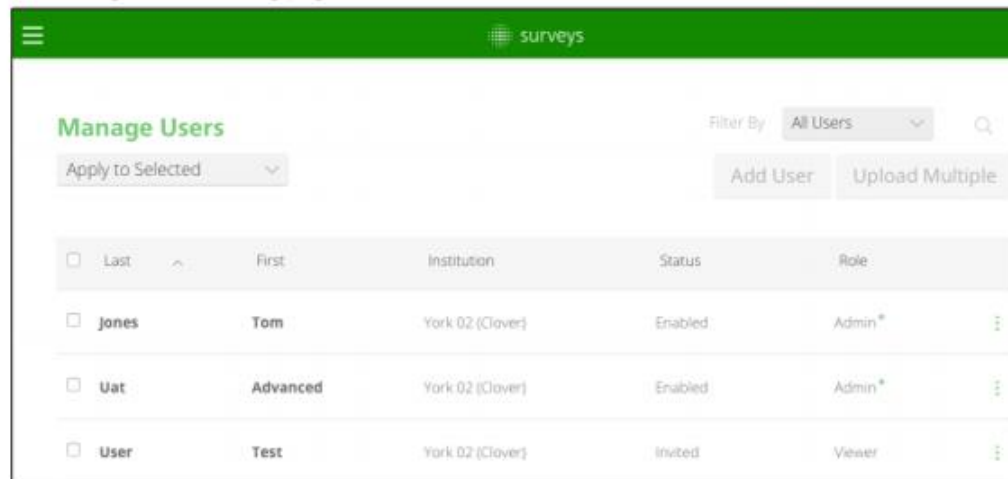
All school principals, district superintendents, and District Test Coordinators—as identified by NDDPI—have been assigned an Administrator (Admin) role with PII permissions in eProve surveys for their applicable institution(s). All Admin users have the ability to add and edit users for their institution. District Admin users can add and edit users in their district account and any school within the district.

To access the Manage Users screen, open the action menu by selecting the menu icon in the upper left corner of the eProve surveys landing page. Then select **Manage Users** from the menu.



The screenshot shows the eProve surveys landing page. On the left, a green header bar contains a menu icon (three horizontal lines) and the word "surveys". Below the header, a notification states "You have 6 Draft survey(s) awaiting completion. [View your draft surveys now.](#)" A table with columns "Name" and "Owner" is partially visible. Below the table, a survey card for "2019-20 North Dakota Student Engagement Survey, Grades 3-5" is shown. On the right, a user profile sidebar is displayed, showing "Logged in as Admin PII" with a "Logout" link. Below the profile, a list of navigation options includes "Surveys", "Content Library", "Reporting", "Manage Users" (highlighted in yellow with a mouse cursor), "Manage Licenses", and "App Help & Resources". Red arrows point from the text above to the menu icon and the "Manage Users" option.

The Manage Users landing page lists all users who have access to the institution.

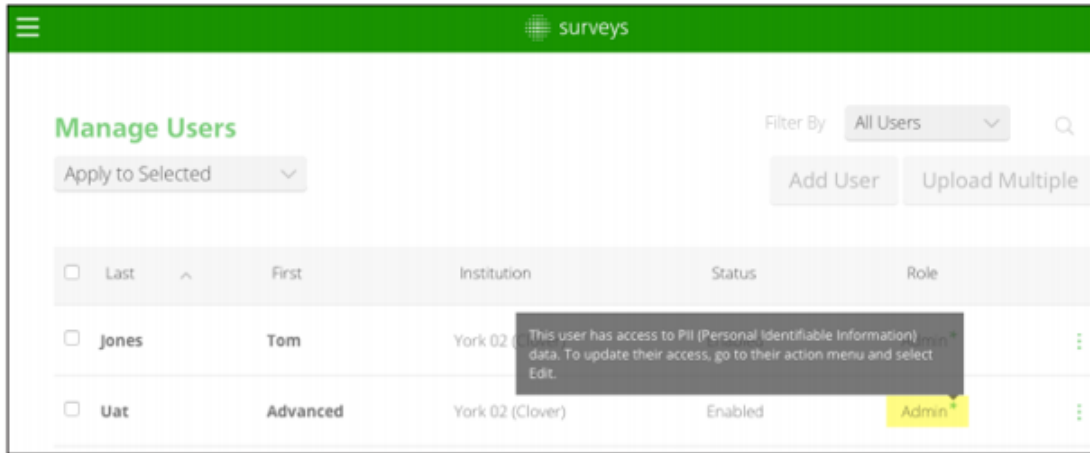


The screenshot shows the "Manage Users" landing page. At the top, there is a green header bar with a menu icon and the word "surveys". Below the header, the title "Manage Users" is displayed in green. To the right of the title, there is a "Filter By" dropdown menu set to "All Users" and a search icon. Below the title, there is a "Apply to Selected" dropdown menu and two buttons: "Add User" and "Upload Multiple". The main content is a table with the following columns: "Last", "First", "Institution", "Status", and "Role". The table contains three rows of user data:

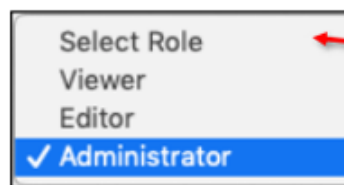
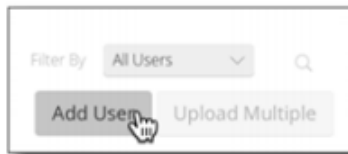
<input type="checkbox"/>	Last	First	Institution	Status	Role	
<input type="checkbox"/>	Jones	Tom	York 02 (Clover)	Enabled	Admin*	⋮
<input type="checkbox"/>	Uat	Advanced	York 02 (Clover)	Enabled	Admin*	⋮
<input type="checkbox"/>	User	Test	York 02 (Clover)	Invited	Viewer	⋮

Learn how to give users PII access here:

Regardless of a user's assigned role, PII permissions may also be granted. PII permissions allow the user to access survey reports and student rosters that include personally identifiable information. Users with PII permissions are denoted on the Manage Users page with a green asterisk next to their role.



To add a new user, select **Add User** in the upper right corner of the screen.



Provide the user's first and last name and email address.

Select the appropriate role from the drop-down menu. Ensure the box is checked to send the user an account access email if you want the user to be notified and prompted to set a login password.

Lastly, determine whether the user should be granted access to PII information.

Submit the information or **Cancel** to go back to the **Manage Users** screen.

Q: I see a "Change Roster" function when I go to download my roster. How do I manually change my roster?

A: Disregard this function. The North Dakota Department of Public Instruction will upload a roster change daily to Cognia. Enter or delete all students in PowerSchool and give the system 24 to 48 hours to process this task; your new or deleted students will be reflected on your rosters then after the 24 to 48-hour time period.

Survey and Roster Access:

Survey rosters are now available. Administrators and staff with appropriate permissions can access survey student rosters via the [MyJourney eProve](#) platform.

Detailed guidance on how to administer and access survey rosters can be found [here](#), specifically on page 9.

Rosters will be updated daily. Please be sure to enter students new to your school into PowerSchool or STARS for accurate rosters.

This year surveys will be accessed on the Cognia eProve Learner platform by clicking this link: <http://www.eprovelearner.org/>.

Additional Guidance:

All guidance documents to administer the survey can be found [here](#). Guidance documents include FAQs, Scripts, Parent Letters, other general guidance, and a Survey Administration Guide.

With any other questions regarding the Student Engagement Survey administration, please contact [me](#) at (701) 328-2755.

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