



# Cognia Student Engagement Survey Administration Guide

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COGNIA



# Table of Contents

- Introduction ..... 1**
- General Survey Information..... 2**
  - About the Measure ..... 2
- Preparing for Administration..... 3**
  - Pre-survey Considerations ..... 3
  - Technical Requirements..... 3
  - Text Complexity Analyses..... 4
  - Recommendations for Student Accommodations..... 4
- Survey Administration Process ..... 7**
  - Logging In to Surveys ..... 7
  - Identifying Surveys on the Surveys Landing Page ..... 8
  - Accessing the Student Roster..... 9
  - Requesting Updates to the Student Roster..... 11
  - Preparing Teachers and Students for Survey Administration..... 11
  - Accessing the Student Portal ..... 12
  - Completing and Submitting the Survey..... 14
  - Monitoring Survey Completion..... 15
  - Managing Users and Permissions ..... 17
- Survey Results ..... 20**
  - Downloading a Basic Summary Report..... 20

# Introduction

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This document is designed to guide North Dakota schools and districts through the statewide administration of the 2023–24 Student Engagement Survey. The survey administration window set by the North Dakota Department of Public Instruction (NDDPI) for the 2023–24 school year is as follows.

**Survey Administration Start Date:** January 15, 2024

**Survey Administration End Date:** February 16, 2024

Throughout this guide there are references to additional tools and resources, all of which are available on the Cognia North Dakota partnership page at: [nddpi.onlinehelp.cognia.org](https://nddpi.onlinehelp.cognia.org).

If at any point questions should arise during the survey administration process, please contact Cognia™ Client Care at 888.413.3669 or [clientcare@cognia.org](mailto:clientcare@cognia.org). Questions regarding the use of survey results in accountability should be referred to NDDPI's Director of School Approval and Opportunity, Josef Kolosky, at 701.328.2755 or [jkolosky@nd.gov](mailto:jkolosky@nd.gov).

# General Survey Information

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## About the Measure

The Cognia® Student Engagement Survey was designed to measure elementary, middle, and high school student engagement through students' responses to items about their learning experiences. The survey consists of items categorized into three components or domains of engagement: behavioral, cognitive, and emotional (Fredricks et al., 2004). Behavioral engagement refers to a student's efforts in the classroom (e.g., Connell & Wellborn, 1991), while cognitive engagement examines a student's investment in learning (e.g., Fredricks et al., 2004), and emotional engagement measures a student's emotions or feelings about the classroom and school in general (e.g., Finn & Rock, 1997; Voelkl, 1997). Engagement is seen as having different levels (e.g., Crick, 2012), and, as such, each of the domains is further broken down into three categories of engagement quality: committed, compliant, and disengaged. Finally, each category consists of two distinct levels; thus, the committed category has an "invested" or "immersed" level; the compliant category has a "strategic" or "ritual" level; and the disengaged category has a "retreatism" or "rebellion" level.

Three versions of the survey—elementary, middle, and high school—are used to gather data from students statewide in grades 3 through 12.

Elementary School Student Engagement Survey	Grades 3–5
Middle School Student Engagement Survey	Grades 6–8
High School Student Engagement Survey	Grades 9–12

Each survey contains 21 items, each comprising a statement or a question and six possible responses. Students select the one response that best represents their perception or opinion. One item is 1/21st of the overall rating for a student. One single response cannot, without the preponderance of the selection of other responses that correspond to the same engagement status, sway the results in such a way that leads to a disengaged status for that student. The Student Engagement Survey, unlike assessments of academic learning, does not have right or wrong answers. Rather it has responses that are related to more and less desirable attributes or characteristics associated with engagement or disengagement.

Additional information regarding the purpose, design and validity of the Cognia® Student Engagement Survey is available at: [www.nd.gov/dpi/student-engagement](http://www.nd.gov/dpi/student-engagement).

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## References

- Connell, J. P., & Wellborn, J. G. (1991). Competence, autonomy, and relatedness: A motivational analysis of self-system processes. In M. R. Gunnar & L. A. Stroufe (Eds.), *Self-processes and Development: Minnesota Symposium on Child Psychology*, 23, 43–77. Chicago: University of Chicago Press.
- Crick, R. D. (2012). Deep engagement as a complex system: Identity, Learning Power, and Authentic enquiry. In S. L. Christenson et al. (Eds.), *Handbook of Research on Student Engagement*, 675–694. New York: Springer Science + Business Media.
- Finn, J. D., & Rock, D. A. (1997). Academic success among students at risk for school failure. *Journal of Applied Psychology*, 82(2), 221–234.
- Fredricks, J. A., Blumenfeld, P. C., & Paris, A. H. (2004). School engagement: Potential of the concept, state of the evidence. *Review of Educational Research*, 74(1), 59–109.
- Skinner, E., & Belmont, M. (1993). Motivation in the classroom: Reciprocal effects of teacher behavior and student engagement across the school year. *Journal of Educational Psychology*, 85(4), 571–581.
- Voelkl, K. E. (1997). Identification with school. *American Journal of Education*, 105, 204–319.



# Preparing for Administration

## Pre-survey Considerations

### Appointing a Survey Coordinator

Depending on the size of the institution, arrangements must be made to ensure the Student Engagement Survey is completed by students. It may be necessary to appoint an individual or a team to serve as coordinator(s) to manage the survey administration tasks. Typically, it is best to identify individuals with no or limited instructional responsibilities.

### Accessing the Survey

All students in grades 3 through 12 should participate in the survey. All students, regardless of grade, school or district, will access the surveys Student Portal to take the survey. You may want to bookmark the Student Portal login page: [www.eProvelearner.org](http://www.eProvelearner.org) on the devices that students will be using to expedite the log-in process.

### Informing Your School Community

While not required, your institution may decide to communicate information about the survey to some of your external stakeholders (e.g., parents/guardians) through avenues such as a newsletter or your website. Sample communications are available on the Cognia North Dakota partnership page at: [nddpi.onlinehelp.cognia.org](http://nddpi.onlinehelp.cognia.org).

## Technical Requirements

Consider these suggestions to most effectively and efficiently manage the administration of the survey:

- Use laptop carts or rotate students into a computer lab (if available)
- Create a web page bookmark to the survey on computers to be used
- Confirm that both the [advanc-ed.org](http://advanc-ed.org) and [Cognia.org](http://Cognia.org) domains are cleared through your school's firewall
- Ensure students have login credentials ready when starting the survey

In order to access the Student Engagement Survey, participants should use one of the following:

Device	Browser	OS
Desktop	Chrome 55+ (Most current is 58)	Windows/Mac
Desktop	Safari 10+	Mac
Desktop	Firefox 49+	Windows/Mac
Desktop	IE 11+ (including IE Edge)	Windows
iPad	Chrome (latest version)	iOS 10
iPad	Safari (latest version)	iOS 10
iPhone 6/7	Chrome (latest version)	iOS 10
iPhone 6/7	Safari (latest version)	iOS 10
Samsung Galaxy Tablet	Chrome (latest version)	Android 6+
Samsung Galaxy Tablet	Android Browser (latest version)	Android 6+
Samsung Galaxy S7	Chrome (latest version)	Android 6+
Samsung Galaxy S7	Android Browser (latest version)	Android 6+

# Text Complexity Analyses

The Student Engagement Survey is offered in three formats, each written to reflect language that is appropriate for a particular grade band (elementary, middle, or high school). Multiple measures of text complexity<sup>1</sup> (i.e., Lexile Scale Scores and Flesch-Kincaid Grade Level) indicate that students reading at grade level in the appropriate formats should not struggle with reading and interpreting survey questions or response choices. However, measuring text difficulty is not an exact science; you may find that some students need more assistance than others. Guidance for making such accommodations can be found in the section below.

## Recommendations for Student Accommodations

Whenever possible, students with disabilities should participate in the Student Engagement Survey. In general, students should be provided with accommodations that fall within the scope of their IEP or 504 plans. Questions not addressed in this guide should be referred to the institution's designated survey administrator.

### Time Accommodations

Students with IEPs or 504 plans may need additional time to complete the survey and/or their accommodations could provide for short breaks during the allotted time for the survey. Any and all accommodations relative to time (e.g., breaks, time of day) should be followed during the administration of the survey.

### Presentation and Response Accommodations

The survey module platform presents the text in a non-enlarged screen view; therefore, the institution is encouraged to allow students, if appropriate, to use equipment that presents the text in larger print. Supplemental devices (e.g., magnification device) can be utilized when administering the survey if the student utilizes these devices during daily instruction and the use of a supplemental device is stated in the IEP or 504 plan.

Students who have difficulty reading text may have the survey read aloud to them by a teacher, survey administrator, or other staff as designated and allowed. If a student's IEP or 504 plan states that other accommodations are required for the student to complete the survey, then apply those accommodations as stated for survey completion. For example, students with a read-aloud accommodation can mark their responses on a paper version, and their responses can be transferred to the online format by the teacher or survey administrator. Non-verbal students may have an accommodation that enables them to participate and complete the survey; examples of accommodations might include students pointing or using their eyes to gaze at an item on the paper version or online format. If a non-verbal method is used, then the teacher or survey administrator records each response for the students.

Students should be reminded and monitored to answer each survey item regardless of the format they are using to ensure that the survey is completed and ready to be submitted.

Teachers or survey administrators can paraphrase instructions, questions, and/or the set of responses only for students with accommodations as allowed under their IEPs or 504 plans, provided the actual meaning of the text remains true to its original intention. To aid in simplifying the survey items for these students, Cognia has created a thesaurus that provides a list of potentially challenging words and a list of alternate words for students who need this accommodation (see below).

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<sup>1</sup> For a comprehensive summary of these text analyses, please refer to Cognia Student Engagement Survey: Reading Level Analysis.

# Cognia Student Engagement Survey Thesaurus for Students with Accommodations

## Grades 3–5 Student Engagement Survey

<b>Survey Term</b>	<b>Alternate Word</b>
Bother	Trouble
Excited	Happy
Extra	More
Important	Major
Learning Goals	Plan
Okay	That's fine
On Task	Focus
Pretend	Act Like
Proud	Glad
Task	Work

## Grades 6–8 Student Engagement Survey

<b>Survey Term</b>	<b>Alternate Word</b>
Learning Goals	Plan
Participate	Join in
Peers	Friends
Recognized	Known
Statement	Sentence
Wanders	Gets lost
Picked on	Bullied
Behavior	Actions

## Grades 9–12 Student Engagement Survey

<b>Survey Term</b>	<b>Alternate Word</b>
Apply	Involve
Concept	Idea
Expectations	Goals
Participating	Joining in
Requirements	Work
Learning goals	Plan
Peers	Friends
Picked on	Bullied

For additional support with providing accommodations for students with disabilities, please consider visiting the following resources:

Colorado Department of Education

<http://www.cde.state.co.us/cdesped/accommodationsmanual>

Florida Department of Education

<http://www.fldoe.org/core/fileparse.php/7567/urlt/0070069-accomm-educator.pdf>

Kentucky Department of Education

<https://education.ky.gov/teachers/PGES/TPGES/Documents/SVS%20materials%20and%20resources.pdf>

New Jersey Department of Education

<http://www.nj.gov/education/specialed/accom900.shtml>



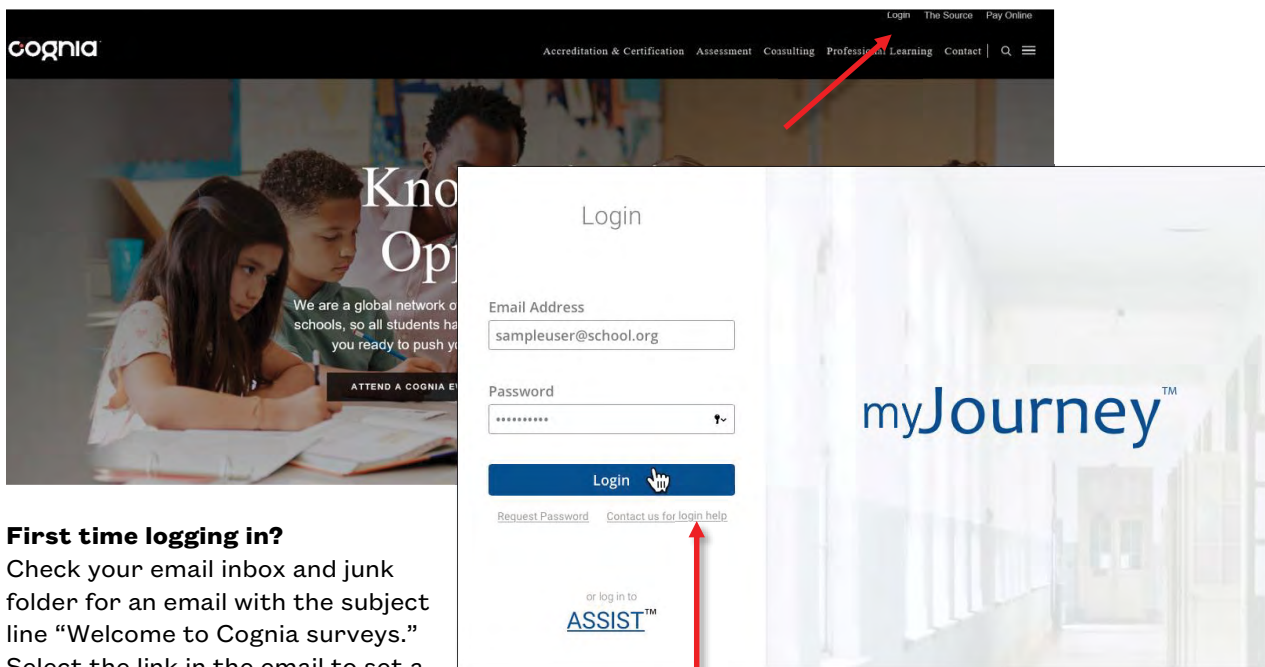


# Survey Administration Process

The Student Engagement Surveys (SES) are administered online through the Cognia® surveys system. All school principals, district superintendents, and District Test Coordinators have been assigned the necessary permissions to manage the survey administration process for their institution(s). Follow the steps outlined below to log in and manage the SES administration.

## Logging In to Surveys

Select the Log In link at: [www.cognia.org](http://www.cognia.org) to access the platform. Enter your email address and password on the myJourney™ Login page.



### First time logging in?

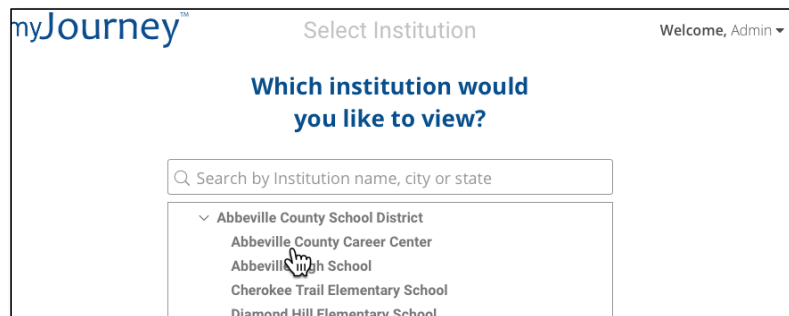
Check your email inbox and junk folder for an email with the subject line “Welcome to Cognia surveys.” Select the link in the email to set a password and access the system.

### Forget your password?

Use the links below the login button to reset your password and/or request support.

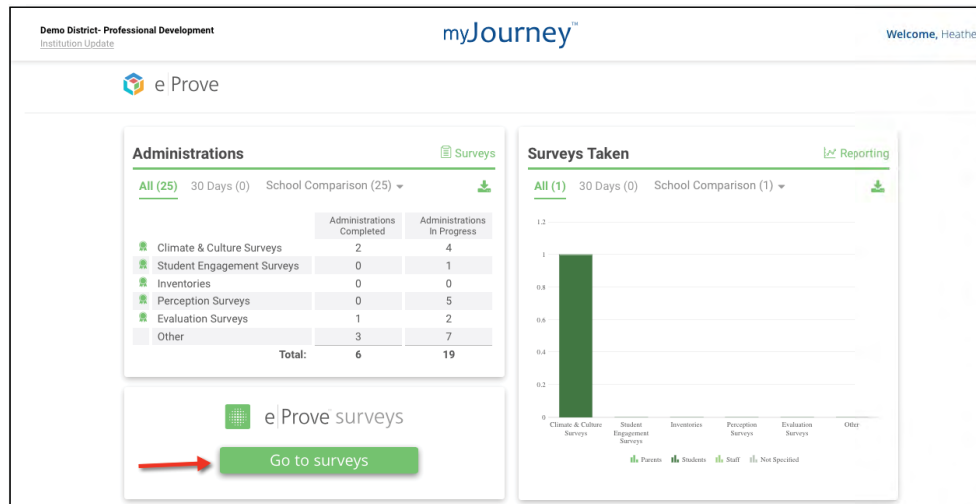
Upon logging in, users with district-level permissions or access to more than one school will be prompted to select the institution they want to view.

Use the search feature to narrow selection options.



Users with permissions to a single school will be taken directly to their school’s myJourney dashboard. This dashboard provides a snapshot of the institution’s activity and data, as well as streamlined navigation to access all modules.

Scroll down to the surveys section and select the **Go to surveys** button.

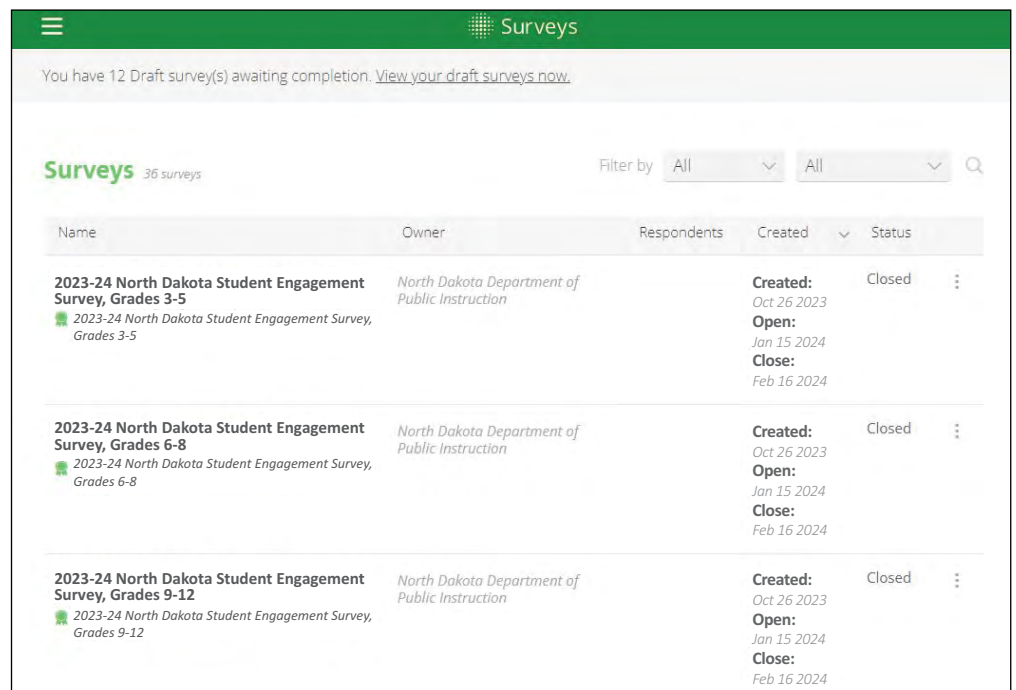


## Identifying Surveys on the Surveys Landing Page

The 2023–24 North Dakota Student Engagement Surveys will be available for authorized users to view in the survey platform at 8 a.m. on January 5, 2024. Authorized Admin users will be able to download the student roster and manage users and permissions at this time. The surveys will have a **Closed** status until February 16, 2024, at 5 p.m., and students will not be able to take the survey until that time.

Districts will have three 2023–24 North Dakota Student Engagement Surveys—elementary, middle, and high school.

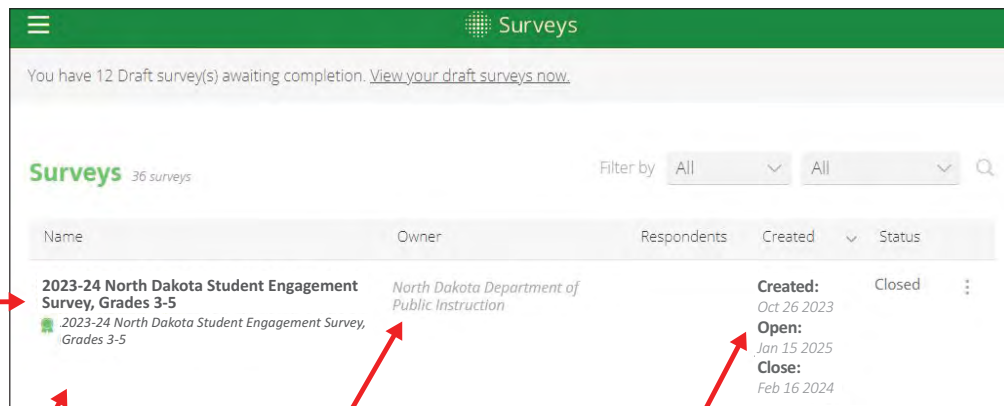
All three will reflect an open date of January 15, 2024, and a close date of February 16, 2024.



Schools will see only the survey(s) applicable to them based on their grade range of students. If you do not see the correct survey for your school's grades, please contact Cognia Client Care.

For example an elementary school with students in grades 3–5 will only see an elementary school survey.

Note that additional surveys administered by the school/district may also be showing on the surveys landing page. These surveys do not pertain to this survey administration.



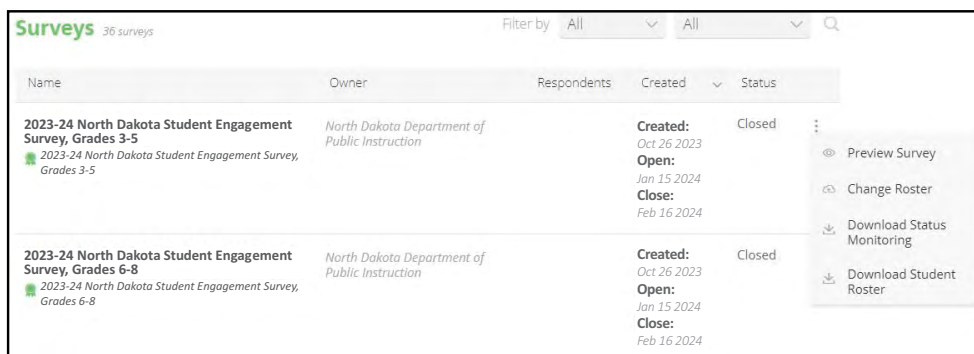
**Survey Owner:**  
The “North Dakota Department of Public Instruction” is the owner of the 2023–24 North Dakota Student Engagement Surveys.

**Survey Status:**  
The survey status will be “Open” on January 15, 2024, at 8 a.m.

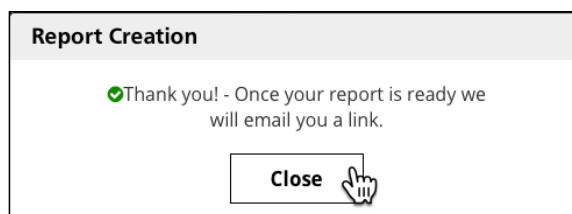
## Accessing the Student Roster

The student roster for each institution’s survey(s) has been pre-populated using a statewide roster provided by the North Dakota Department of Public Instruction. It is possible that students have moved in or out of your school/district since the roster was provided by NDDPI on December 1, 2023. Requests to update the student roster can be submitted by your District Test Coordinator. The process for requesting changes is provided in the next section of this document.

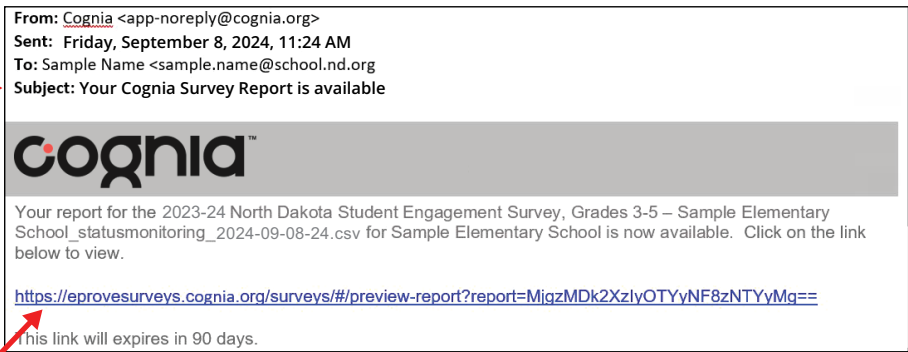
Once you have located the survey(s) for your institution, you can download the student roster for that survey by selecting **Download Student Roster** from the action menu to the right of the survey status.



A report creation confirmation message will be displayed letting you know that a link to access the Student Roster Report will be emailed to you shortly. In most cases, the email is sent within a few seconds. However, based on the volume of roster downloads being processed at the time of your request, it could take up to a few minutes.



The subject line of the email will be “Your Cognia Survey Report is available.” If you can’t locate the email in your inbox, check your junk folder. If after 10 minutes you still can’t locate the email, contact Cognia Client Care at 888.413.3669 or [clientcare@cognia.org](mailto:clientcare@cognia.org).



Upon receiving the email, select the link to access your Student Roster Report. If you are no longer logged in to the survey platform, you will be asked to re-enter your login credentials. The Student Roster Report is provided as a CSV download.

	A	B	C	D	E	F	G	H	I	J	K
1	<b>Student Roster Report</b>										
2											
3	Administration Name	2023-24 North Dakota High School Student Engagement Survey									
4	Administration Content	2023-24 North Dakota High School Student Engagement Survey									
5	Administration Open Date	1/16/24									
6	Administration Close Date	2/17/24									
7	Report Date and Timestamp	2/17/24									
8	Institution Name	Elementary School A									
9	Institution HoA	Mr. Tom Jones									
10	Institution HoA Email	<a href="mailto:tjones@samplehs.org">tjones@samplehs.org</a>									
11	Institution HoA Phone Number	123.456.7891									
12	Institution PC	Ms. Susie Smith									
13	Institution PC Email	<a href="mailto:ssmith@samplehs.org">ssmith@samplehs.org</a>									
14	Institution PC Phone Number	123.456.7891									
15	Total Students in Administration	219									
16	Total Submitted	215									
17											
18	Student ID	First Name	Last Name	Status	Login ID	Login Name	Submitted Date	Student Grade	Gender	Race	Institution
19	111-111111	Joe	Smith	Assigned	1587512487	Smi	NA	9	Male	W	Elementary
20	111-111112	Mary	Happy	Assigned	5875426845	Hap	NA	10	Female	W	Elementary
21	111-111113	Eddie	Jones	Submitted	1418782654	Jon	2/1/24	10	Male	W	Elementary
22	111-111114	Latoya	Fredricks	Submitted	4579985332	Fre	2/1/24	9	Female	B	Elementary

**IMPORTANT NOTE**  
 The Student Roster Report includes personally identifiable information (PII) and therefore can only be accessed by users with PII permissions. Learn more about this in the **Managing Users and Permissions** section of this guide.

The Student Roster Report includes personally identifiable information (PII) including student ID, student name, and student demographic information from the state-provided roster. Most importantly, this file includes information needed for survey administration to students.

**Student Survey Login**

Columns E and F of the Student Roster Report provide information needed by students to access and complete their survey. Column E provides a unique 5-digit alpha-numeric Login ID for each student. This login ID is unique across all North Dakota students and all surveys users. In addition to the Login ID, students will need to enter the first three characters of their last name. Column F provides this information.

Authorized district-level users with PII permissions can access and download the Student Roster Report for all students and schools within their jurisdiction. Selecting the **Download Student Roster** option from within the district’s survey account will provide a district-wide roster for the selected survey (e.g., elementary, middle, high).

# Requesting Updates to the Student Roster

District Test Coordinators will serve as the central point of contact for all roster change requests. School administrators should notify their District Test Coordinator of all change requests. District Test Coordinators will submit all change requests to the North Dakota Department of Public Instruction for processing. Dedicated Cognia staff are prepared to manage student roster change requests from the state, in partnership with NDDPI.

- Minor changes (such as the addition of two new students, not previously included in the original statewide roster) and bulk changes must be submitted directly to NDDPI. NDDPI will provide changes to Cognia staff.
- Change requests will be processed within 48 hours.

## COGNIA CLIENT CARE

888.413.3669

## IMPORTANT NOTE

- Do not email roster change requests to Cognia.
- Roster change requests submitted to Cognia by anyone other than NDDPI will be referred back to the District Test Coordinator.

# Preparing Teachers and Students for Survey Administration

District Test Coordinators will work with school administrators to determine the best way to facilitate the survey-taking process for all students using available technology devices. They will also work with school administrators and teachers to distribute student Login IDs, ensuring that each student receives their assigned Login ID from the Student Roster Report.

Staff facilitating the survey-taking process with students will receive direction from the District Test Coordinator on how best to facilitate the process. Sample survey administration scripts and guidance for each survey (elementary, middle, and high school) are available on the Cognia North Dakota partnership page at: [nddpi.onlinehelp.cognia.org](http://nddpi.onlinehelp.cognia.org).



# Accessing the Student Portal

All students, regardless of grade, school, or district, will access and complete their assigned survey through the surveys Student Portal at [www.eprovelearner.org](http://www.eprovelearner.org). You may want to bookmark this link on devices students will be using to expedite the log-in process.

Upon accessing the Student Portal, students will need to provide three pieces of information to log in.

### Students will:

Select **North Dakota** from the *Select your State* drop-down menu.

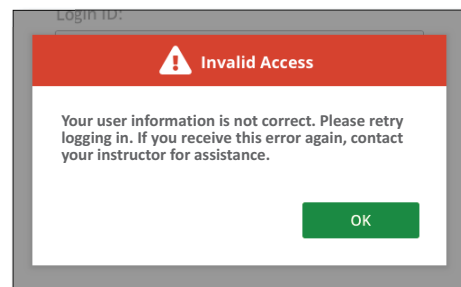
Enter their unique assigned **Login ID**. (Note: Validation will be performed against Column E of the Student Roster Report.)

Provide the **first three characters of their last name**. (Note: Validation will be performed against Column F of the Student Roster Report.)

Select **Login**.

If the information provided by the student does not match information in the student roster, an Invalid Access message will be displayed telling the student to try logging in again and/or contact their teacher for assistance if they have received the message multiple times.

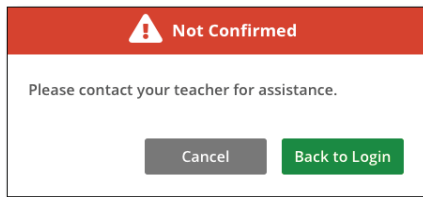
Select **OK** to close the message and return to the login screen.



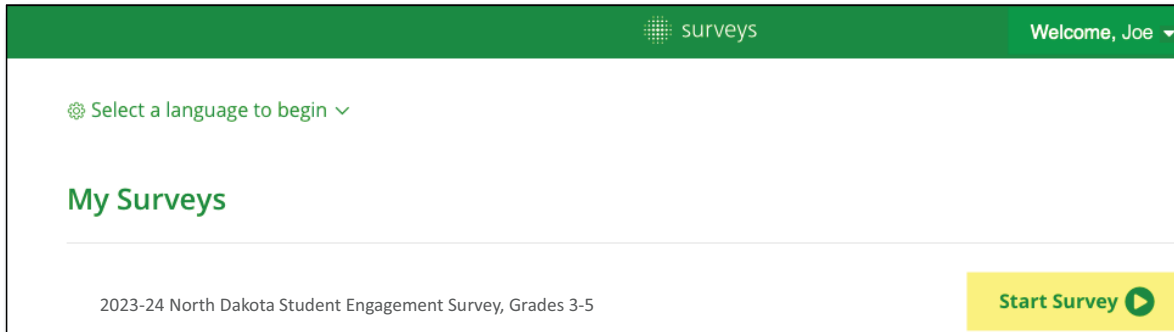
If the information provided by the student matches the student roster, information from the roster will be displayed, and the student will be prompted to confirm whether the information belongs to them.

Note: The Student ID is the state-issued student ID number.

If the information displayed does not match the student who is attempting to log in and take the survey, the student should select **No**. The student will be prompted to contact the teacher for assistance.



If the information displayed does match the student, the student should select **Yes** and proceed to the surveys Student Portal.



Upon successful login, the student will see the **2023-24 North Dakota Student Engagement Survey** on their Student Portal landing page. Each student should see only one survey. If more than one survey is available for a student, the teacher should notify the District Test Administrator.

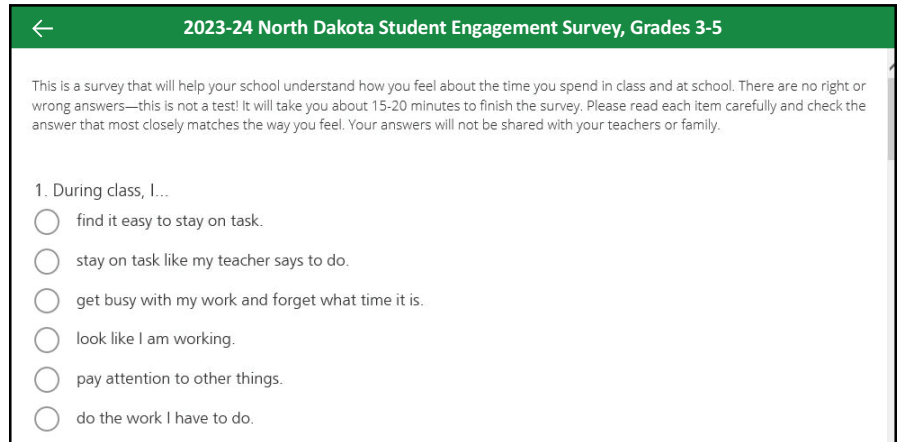


# Completing and Submitting the Survey

To begin taking the survey, the student should select the **Start Survey** link.

The student will be prompted to select a language to complete the survey. The student should select English or Spanish and select the green arrow to continue.

The student is immediately taken to the survey where they can read the brief instruction text and begin responding to survey items. There are no demographic questions in the survey. Each survey—elementary, middle, and high—contains 21 survey items, each comprising a statement or a question with six possible responses. Students select one response that best represents their perception or feeling about each survey item.



← 2023-24 North Dakota Student Engagement Survey, Grades 3-5

This is a survey that will help your school understand how you feel about the time you spend in class and at school. There are no right or wrong answers—this is not a test! It will take you about 15-20 minutes to finish the survey. Please read each item carefully and check the answer that most closely matches the way you feel. Your answers will not be shared with your teachers or family.

1. During class, I...

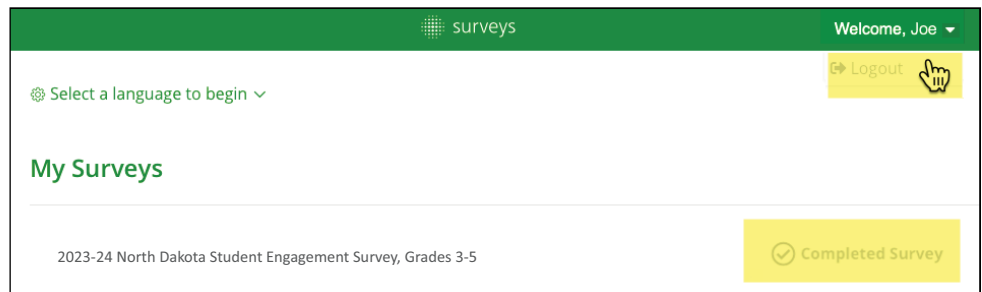
- find it easy to stay on task.
- stay on task like my teacher says to do.
- get busy with my work and forget what time it is.
- look like I am working.
- pay attention to other things.
- do the work I have to do.

Students will scroll down to complete all 21 items. Upon completion of all items, students will select the green arrow at the bottom of the survey to submit their responses. All 21 items require a response in order for the survey to be submitted. If a student attempts to submit the survey when there are one or more items without a response, all items with a missing response will be flagged with a red exclamation. The student will be redirected to the first item in the survey with a missing response. Upon responding to all flagged items, the student can submit the survey.



If a student logs out of the Student Portal, closes the browser window, or loses internet connection before submitting a fully completed survey, the responses are not saved. The student can always log back in using their unique credentials to complete the survey.

Upon submission, the student will be redirected to the Survey Portal landing page where they will see the survey is now grayed out and marked as a “Completed Survey.” The student can no longer access the survey once it has been submitted.



surveys Welcome, Joe ▾

Select a language to begin ▾ Logout

### My Surveys

2023-24 North Dakota Student Engagement Survey, Grades 3-5 Completed Survey

The student should log out of the student portal by selecting their name in the upper right-hand corner of the page and selecting **Logout**.



# Monitoring Survey Completion

Authorized school and district administrators can monitor survey completion through the surveys system. The count of respondents on the surveys landing page is updated in near real time as students submit their completed survey. You may need to refresh your browser window for counts to update if you've been viewing the same page for more than a few minutes.

District users will see the total number of respondents (submitted surveys) within the district.

Name	Owner	Respondents	Created	Status
<b>2023-24 North Dakota Student Engagement Survey, Grades 3-5</b> <small>2023-24 North Dakota Student Engagement Survey, Grades 3-5</small>	North Dakota Department of Public Instruction	532	<b>Created:</b> Sep 11 2023 <b>Open:</b> Jan 15 2024 <b>Close:</b> Feb 16 2024	Closed
<b>2023-24 North Dakota Student Engagement Survey, Grades 6-8</b> <small>2023-24 North Dakota Student Engagement Survey, Grades 6-8</small>	North Dakota Department of Public Instruction	478	<b>Created:</b> Sep 11 2023 <b>Open:</b> Jan 15 2024 <b>Close:</b> Feb 16 2024	Closed
<b>2023-24 North Dakota Student Engagement Survey, Grades 9-12</b> <small>2023-24 North Dakota Student Engagement Survey, Grades 9-12</small>	North Dakota Department of Public Instruction	280	<b>Created:</b> Sep 11 2023 <b>Open:</b> Jan 15 2024 <b>Close:</b> Feb 16 2024	Closed

School users will see the total number of respondents (submitted surveys) for their school.

Name	Owner	Respondents	Created	Status
<b>2023-24 North Dakota Student Engagement Survey, Grades 3-5</b> <small>2023-24 North Dakota Student Engagement Survey, Grades 3-5</small>	North Dakota Department of Public Instruction	215	<b>Created:</b> Sep 11 2023 <b>Open:</b> Jan 15 2024 <b>Close:</b> Feb 16 2024	Closed

For information regarding which students have or have not completed the survey, download the Student Roster Report.

This report provides the total count of students in the survey administration, as well as the total number of students who have submitted the survey, as well as a survey status (Column D) for each student.

There are two possible survey statuses, Assigned and Submitted. Every student's survey status will show as Assigned until the student submitted the survey. At that time, the status will be changed to Submitted, and Column G will reflect the date submitted.

	A	B	C	D	E	F	G	H	I	J	
1	<b>Student Roster Report</b>										
2											
3	Administration Name	2023-24 North Dakota High School Student Engagement Survey									
4	Administration Content	2023-24 North Dakota High School Student Engagement Survey									
5	Administration Open Date	1/16/24									
6	Administration Close Date	2/17/24									
7	Report Date and Timestamp	2/17/24 02:24pm									
8	Institution Name	Elementary School A									
9	Institution HoA	Mr. Tom Jones									
10	Institution HoA Email	<a href="mailto:tjones@samplehs.org">tjones@samplehs.org</a>									
11	Institution HoA Phone Number	123.456.7891									
12	Institution PC	Ms. Susie Smith									
13	Institution PC Email	<a href="mailto:ssmith@samplehs.org">ssmith@samplehs.org</a>									
14	Institution PC Phone Number	123.456.7891									
15	Total Students in Administration	219									
16	Total Submitted	215									
17											
18	Student ID	First Name	Last Name	Status	Login ID	Login Name	Submitted Date	Student Grade	Gender	Race	Institution
19	111-111111	Joe	Smith	Assigned	1587512487	Smi	NA	9	Male	W	Elementary
20	111-111112	Mary	Happy	Assigned	5875426845	Hap	NA	10	Female	W	Elementary
21	111-111113	Eddie	Jones	Submitted	1418782654	Jon	2/1/24	10	Male	W	Elementary
22	111-111114	Latoya	Fredricks	Submitted	4579985332	Fre	2/1/24	9	Female	B	Elementary
23	111-111115	Angela	Hillard	Submitted	6985547522	Hil	2/1/24	9	Female	B	Elementary
24	111-111116	Tommy	Beck-Roy	Submitted	6687475266	Bec	2/1/24	9	Male	A	Elementary
25	111-111117	Jason	Adams	Submitted	8987551437	Ada	2/1/24	11	Male	PI	Elementary

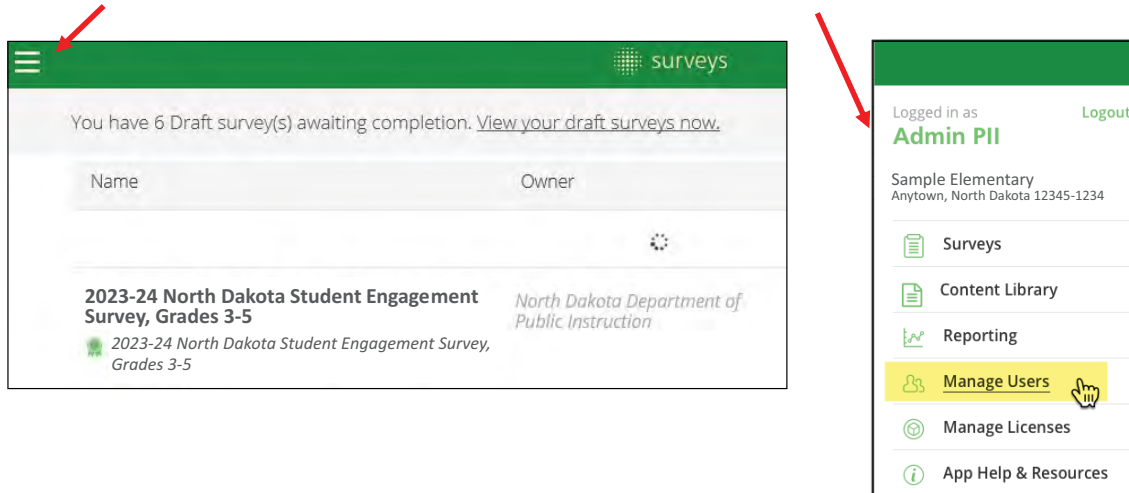
**Sample School  
Student Roster Report**

The Student Roster Report includes personally identifiable information (PII) and is therefore only available to authorized users with PII permissions. Management of users and permissions is covered in the next section of this report.

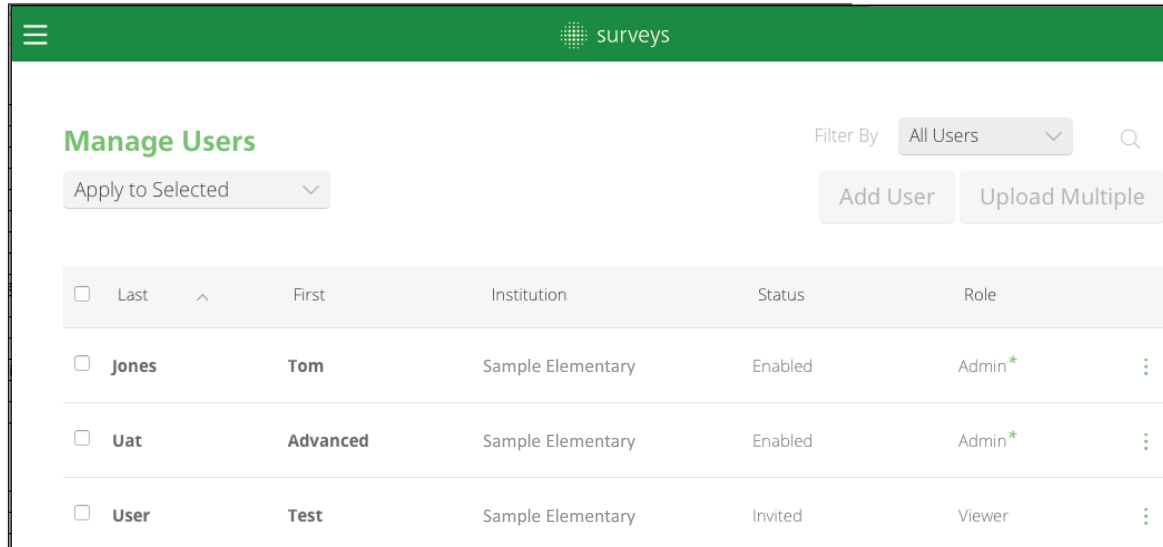
# Managing Users and Permissions

All school principals, district superintendents, and District Test Coordinators—as identified by NDDPI—have been assigned an Administrator (Admin) role with PII permissions in the survey platform 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 surveys landing page. Then select **Manage Users** from the menu.



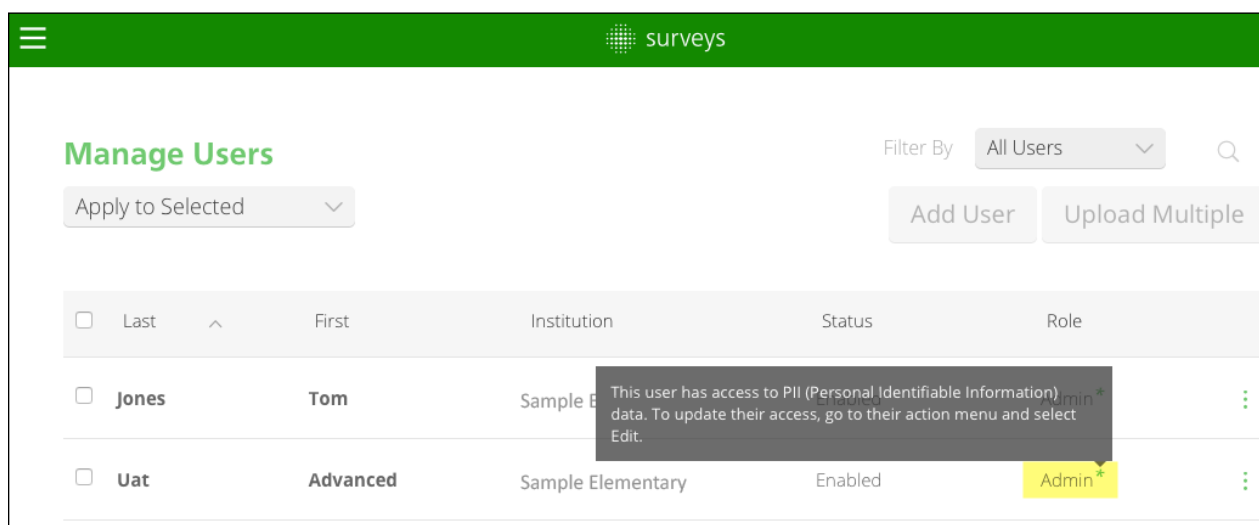
The Manage Users landing page lists all users who have access to the institution.



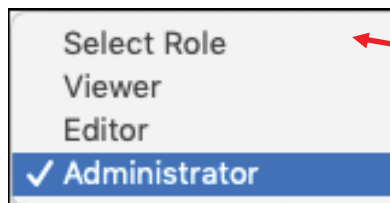
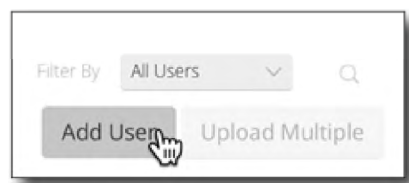
One of three possible roles will be assigned to each user:

User	Role
Admin	User can create and edit surveys, generate reports, and manage users.
Editor	User can create and edit surveys and generate reports.
Viewer	User can view surveys and reports.

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.



The 'Add User' form contains the following fields and options:

- First Name:** Sample
- Last Name:** User
- Email:** sampleuser@school.net
- Role:** Administrator (selected from a dropdown menu)
- Send account access email to user:**  (checked)
- Allow access to Student Personal Identifiable Information and Roster:**  (unchecked)
- Buttons:** Submit, Cancel

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

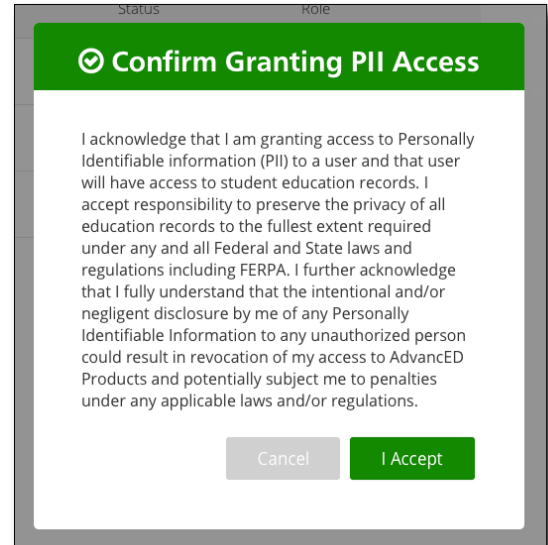
Select the appropriate role from the drop-down menu. Ensure the box is checked to send the user an account access email if you want the user to be notified and prompted to set a login password.

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.

Upon submitting a new user account with PII permissions, you will be prompted to acknowledge and confirm that PII access should be granted.

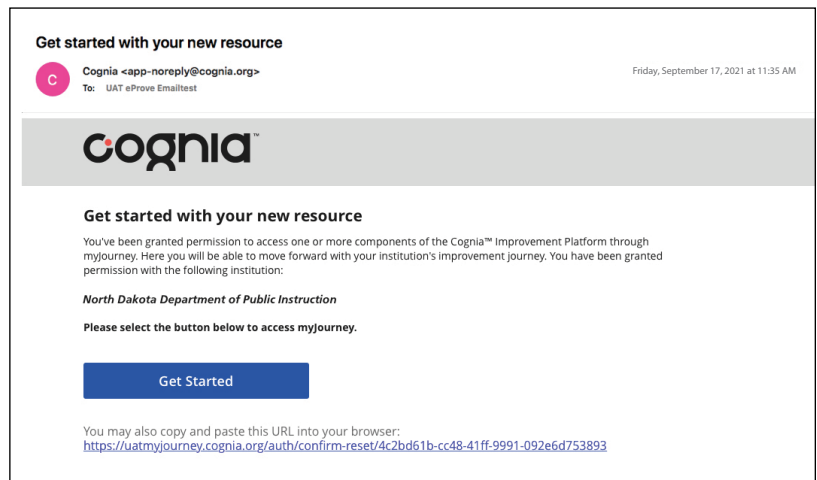
Select **I Accept** to continue or **Cancel** to go back.



New users will be added to the list of users on the Manage Users screen with a status of "Invited."

<input type="checkbox"/>	Last	First	Institution	Status	Role
<input type="checkbox"/>	User	Sample	Sample Elementary	Invited	Admin*

An email will be sent to the user notifying them of the account access and walking the user through the process to set a password.



Edit user roles and permissions by selecting **Edit** from the action menu next to the user's name.

<input type="checkbox"/>	Last	First	Institution	Status	Role
<input type="checkbox"/>	User	Sample	Sample Elementary	Invited	Admin*
<input type="checkbox"/>	User	Test	Sample Elementary	Invited	Viewer

# Survey Results

## Downloading a Basic Summary Report

A few days following the close of the survey administration window, a basic PDF summary report will be made available for download in the surveys platform. The report will provide each school and district with aggregate survey results for all of their students who completed the Student Engagement Survey. Results will be reported by survey—elementary, middle, and high. Schools, such as a K–8, will receive two reports, one for their elementary survey and one for the middle school survey.



To access the report, select the ellipsis (three dots) in the right margin of the desired survey and select **Download Summary Results**. Keep in mind that this download option will not appear in the menu until a few days after the close of the statewide survey administration window.

A sample of the basic PDF summary report is available at: [nddpi.onlinehelp.cognia.org](https://nddpi.onlinehelp.cognia.org).

