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**NORTH DAKOTA DEPARTMENT OF
PUBLIC INSTRUCTION**

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

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

Date: November 8, 2019

Re: Student Engagement Survey Progress Update

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

Fast Facts

The survey window closes on December 6.

- **15,017** out of 85,755 eligible students have taken the survey.
- **17.51%** is the current completion rate of the survey.
- **3** schools have completed the survey.

Recent Questions and Answers

Q: How do I get Personal Identifiable Information (PII) access to download rosters?

A: Anyone with Administrator access can create new users and grant PII access. However, you cannot give yourself PII access. Detailed instructions on how to do this can be found [here](#) from pages 18 to 20.

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

A: Disregard this function. The North Dakota Department of Public Instruction (NDDPI) 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 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.
- This year, all students will access surveys on the Cognia eProve Learner platform by clicking this link: www.eprovelearner.org.
- As stated above, rosters will be updated by the NDDPI and Cognia daily. Please be sure to enter students who are new to your school into PowerSchool or STARS for accurate rosters.

Guidance

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

For technical assistance regarding survey administration please contact the Cognia Customer Care helpdesk at or (888) 413-3669 Ext. 5720.

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