The ePotential Key Area and Comparison Reports

The Comparison Report enables you to:

- view your school’s key area data
- compare different surveys (last years with this year)
- compare demographic subsets within your school (roles, years of service, etc) and
- compare summary levels (your school with the state).

Note: This is first year of the ePotential: Digital Learning Survey so there will be no comparative data from previous years. As this survey contains different questions from the ePotential Teacher ICT Capabilities Survey the two surveys cannot be compared.

How to create a Key Area Report


2. To access the Reports you can either click on View Responses and Reports in the Survey information section or click on Reports in the menu bar.

3. When you click on Reports in the menu toolbar you will be able to select Survey Results from either the drop down menu or click on the link on the Reports page.
4. If you are a Principal or have been delegated Principal access to your school’s data it will automatically show your role. If not you will need to select your role from the Please select a role drop down menu.
5. Select the survey type from the Please select a Survey Type drop down menu.
6. Click on Proceed.

7. In the Report 1 for Comparison box select the Survey. You will be able to choose from all the surveys of that type (either Teaching or Non-Teaching) for all of the different years.

8. Select the Summary level.
Note: If you want to run a Key Area Report for your school select School in the drop down menu.

9. You can use the Demographic filters tool to limit the report to a particular cohort e.g. year level or Learning Area. Click Submit once you have tailored your report. If you do not want to use any demographic filters click on Cancel.

10. The Sample Size will show for your cohort.
11. To view your school’s report click on View Report 1. The key area results will be displayed by Phases, Scores and Capability Phase Breakdown.
How to create a Comparison Report

12. If you would like to run a comparison report, repeat the above process for both Report 1 and Report 2 in the Comparison boxes.

13. Click on Compare.
14. The survey results for both cohorts will be compared and displayed by Phases, Scores and Capability Phase Breakdown.
15. Click on **Print** to print out a copy of your **Comparison Report**.
16. You can also **Export to PDF**.
17. If you would like the report exported into a format that you can alter, click **Export to CSV** to export your Key Area Scores into an excel file.