The ePotential Survey Recipient Report

The Survey Recipient Report enables schools to achieve a more accurate response rate to the survey. This survey can be used by principals and their delegates to:

- monitor a school’s responses to the ePotential: Digital Learning Survey, by providing a whole school list showing when individuals have completed a survey, and
- modify their school’s recipient list to indicate who in their school should take which version of the survey and indicate if a survey is not applicable to a staff member.

How to use the ePotential Survey Recipient 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 Recipients 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 school’s Survey Recipient Report. If not you will need to Select a Role from the dropdown menu and then a Survey Grouping from the drop down menus.

5. The default survey grouping will be Active – this will display the surveys currently available to take. To view and modify your school’s Survey Recipient Report for previous years, go to the Select a survey grouping drop down menu and select an Expired survey. (Expired as these surveys were closed at the end of each year).

6. The Summary box will give you the summary of the responses for all the surveys in your school.

7. The Recipients box will list all your school staff members alphabetically by their first name in the Recipient Name column.
Note: Staff details in ePotential are linked to their edumail account so it is important that your staff have their details up to date. Due to school’s having an edumail account the first Recipient Name field may be blank - make sure that you tick Response Not Applicable for all of the surveys for this Recipient.

8. For each Recipient Name tick the **Response Not Applicable** for the surveys that are not appropriate for that staff member to take. The Recipient Status for all of the surveys is defaulted to ‘not commenced’.

9. If one of the surveys is not appropriate for any of your staff to take, tick the Select All box in the Recipient Status field for that particular survey, this will select the Response Not Applicable for all of the School’s Recipients.

10. Click on **Print** to print out a copy of your Survey Recipient Report. This print out will be exactly how the report appears on the screen and cannot be altered.

11. If you would like the Report exported into a format that you can alter, Click on **Export List** to export your Survey Recipient Report into an excel file.

12. Once you have made your modifications don’t forget to **Save**!

Note:
- You can modify your school’s Survey Recipient Report list at any time.
- When a staff member has completed the survey the date of completion will be shown.
- The school’s Non-Teaching ICT Capabilities ePotential data is not included in the school’s ePotential Data Reports.